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December 11, 2020

companyNamePerson
companyName
companyDepartment
companyStreetname
companyPostal, companyCity
companyEmail

Subject: Application for the position of jobOpening at companyName

Dear companyNamePerson,

Thank you for your time and consideration.

I look forward to your reply.

Yours Faithfully,

Jerwin Wieser

encl: Resume