

sendername
senderstreet
senderpostal, sendercity
sendercountry
senderemail
senderphone

December 12, 2020

companynameperson
companyname
companydepartment
companystreet
companypostal, companycity
companyemail

Subject: Application for the position of jobopening at companyname

Dear companynameperson,

First paragraph ...

Second paragraph ...

Third paragraph ...

Thank you for your time and consideration.

I look forward to your reply.

Yours Faithfully,

sendername

encl: Resume