John Smith Street 1 12345 Place

Mobile phone: +1 234 56789 Email: john.smith@example.com

Company Name Company Address Contact

Place, 24 May 2021

Subject: Application as <POSITION>

To whom it may concern

Insert here the text for the cover letter, this should be max. 1 page.

Yours faithfully

John Smith

encl: Attachments included in this application