

**Firstname Surname**

*Green Street 6/39*  
*66-689 City, Country*  
☎ +48 111 222 333  
✉ *yourmail@gmail.com*

June 24, 2011

**Comapny Name**

*Company Street X/Y*  
*Postal-Code City, Country*

Dear Sir or Madam,

Suggested structure includes four paragraphs:

1. Introduction. Why are you writing?
2. Why you want the job?
3. Why the company should be interested in you?
4. Conclusion.

Links:

- Writing Cover Letter in few steps
- Long *HOWTO*
- Short *HOWTO*
- *HOWNOTTO*

Yours faithfully,

**Firstname Surname**