

Firstname Surname

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66-689 City, Country
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✉ *yourmail@gmail.com*

June 25, 2011

Company 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
- *HOWTO*
- *HOWNOT TO*

Yours faithfully,

Firstname Surname