

Firstname Surname

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✉ 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.

Yours faithfully,

Firstname Surname