

Your Name
Your Street 00
00000 Your City
Your Country

Company Name
Company Street 00
00000 City
Country

November 25, 2025

Application for the Position “Position Title”

Dear Hiring Team,

Your application letter text goes here. Replace this placeholder with your own text when using the template. Your text, your text, your text. A paragraph describing your skills, experience and motivation.

More placeholder text describing your background. More text, more text, more text. Replace everything in this template when sending a real application.

Another paragraph showing how you match the position. Add or remove text depending on your needs.

Kind regards,

Your Name

Your Name

Your City, Your Country
+00 000 0000000 | email@example.com
GitHub: github.com/yourusername

This is an example summary. Replace this text with a short overview describing your professional background, core strengths, industry expertise and key technical skills. Your summary text, your summary text, your summary text. Add 3–4 lines that highlight your profile in a concise and impactful way.

Work Experience

YYYY – YYYY

Job Title

Company Name, City, Country

- Description of your responsibilities or achievements.
- Your bullet point text, your bullet point text, your bullet point text.
- Example bullet point describing a project, improvement or result.

YYYY – YYYY

Another Job Title

Another Company, City, Country

- Primary task or core responsibility.
- Your bullet point text, your bullet point text.
- Achievement or contribution example.

YYYY – YYYY

Earlier Job Title

Company Name, City, Country

- Short description of responsibilities.
- Highlight one or two key tasks or achievements.

Education

University Name, Country

Degree Title (e.g., Master's in Example Field)

Graduated: Month YYYY

Focus areas: your topics (e.g. Data Science, Statistics, Finance).

Skills

Technical Skills

Python, SQL, Excel, Power BI, LaTeX, or any tools you use.

Languages

English (Level), German (Level), French (Level), etc.