

**FROM**: Your Name

123 Street Name, Town/City, State/County, Post/Zip Code**T:**

**E: address@email.com**

Position Held

Company Name**T:**

**E: address@email.com**

**TO**: Mr. Doe

**your**

**name**

Your.Email@email.com

www.YourWebSite.com

123 Street Name,

Town/City,

State/Country

**job psosition / occupation**

Fill the Shape with

Your Profile Picture

**JOB REF: ADVERTISED POSITION WITHIN COMPANY**

Dear John Doe

Sincerely,

Your Name

More info on: