

NAME SURNAME

@mailaddress | Tel. +49 (0) ...

Example of a simple letterhead in the heading line.

Individual design possible!
(font type, color and size, position...)

ca. 5,5 cm

Name and Surname, Street address, postcode city [optional]

Company name

Department

Person in charge

Street address

Postcode city

Country [when abroad]

blank line

blank line

blank line

Reference line with reference number (if applicable). in bold

blank line

blank line

Dear Mr/Ms *name of person in charge*, Make sure you address them personally

blank line

INTRODUCTION [Motivation for the application, short! *Why do you want this particular job?*] Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes.

blank line

MAIN PART 1 [Link between your (educational and practical) background and this concrete advertisement or the targeted job. *What qualifies you for the position?*] Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend

blank line

MAIN PART 2 [Personal abilities, 'soft/social skills'. *What do you bring to the table in addition to your professional knowledge?*] Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus.

blank line

FINAL PART [Enter earliest possible starting date and salary expectation, if applicable] Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus.

blank line

blank line

Best regards,

Max Mustermann Digital signature or scan of signature

Name Surname

right-adjusted city, (current) date

2,5 cm

2,0 cm

Margins of the document

Margins of the document

Formats in this EXAMPLE:

Font: Calibri

Font size: 11

Line spacing continuous text: 1,15

Line spacing blank lines: 1,15



FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA Career Point

Margins of the document

2,5 cm