

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title]  
[ZDF (Zweites Deutsches Fernsehen)]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in [specific position or opportunity] at ZDF. With my background in [your field or relevant experience], I believe I can contribute significantly to your team.

[Paragraph 1: Brief introduction and purpose of the application. Mention how you learned about the opportunity.]

[Paragraph 2: Highlight your relevant skills, experiences, and achievements related to the position. Provide specific examples.]

[Paragraph 3: Explain why you are particularly interested in ZDF and how you align with their values or goals.]

I have attached my resume for your review and would appreciate the opportunity to discuss my application further. Thank you for considering my application. I look forward to your response.

Sincerely,  
[Your Name]