

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[ZDF Mediathek Department/Office]  
[ZDF Mediathek Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Application for [Position/Program/Opportunity Name]  
I am writing to apply for [specific position, program, or opportunity] at  
ZDF Mediathek as advertised on [where you found the listing].  
[Introduce yourself briefly; mention relevant background, experience, and  
skills related to the position.]  
I am particularly drawn to this opportunity because [explain why you are  
interested in ZDF Mediathek and how your goals align with their mission].  
[Highlight any relevant experiences or projects that showcase your  
qualifications.]  
I look forward to the possibility of contributing to the innovative work  
at ZDF Mediathek. Thank you for considering my application.  
Sincerely,  
[Your Name]  
[Attachment: Resume/CV]