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|  | Your Name Surnameassistant manager |  |
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| Contact[Address][City, ST ZIP Code][Phone][Email] | Dear [Recipient Name],Are you looking for a [job title] with:* [Number] years of hands-on experience in [area of expertise]?
* Knowledge of the latest technology in [industry or field]?
* [Excellent written and oral communication skills?]
* [A passion to learn and to increase his skills?]

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.I would very much like to discuss opportunities with [Company Name]. To schedule an interview, please call me at [phone]. The best time to reach me is between [earliest time] and [latest time], but you can leave a voice message at any time, and I will return your call.Thank you for taking the time to review my resume. I look forward to talking with you.Sincerely,[Your Name]Enclosure |
| [Recipient Name][Title][Company][Recipient Street Address][Recipient City, ST Zip] |