

Jane Doe

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(555) 123-4567

123 Main Street, City, Country

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Hiring Manager

Acme Corporation

456 Company Avenue

City, Country

Dear Hiring Manager,

I am writing to express my interest in the [Position Title] role at Acme Corporation. With a background in [relevant field or experience] and a passion for [industry or skill], I am confident in my ability to contribute effectively to your team.

My experience at [Previous Company/Organization] has equipped me with valuable skills in [list key skills or responsibilities]. I am particularly drawn to your company's commitment to [briefly mention something notable about the company or its mission], and I am eager to bring my expertise to contribute to your ongoing success.

I appreciate your time and consideration. I look forward to the possibility of discussing my application further.

Sincerely,

Jane Doe