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| **Short Cover Letter Example**  Tour Guide |  | {{my\_phone}} |
|  | {{my\_email}} |
|  | {{my\_address}} |
|  | | |
| {{today\_date}}  [Hiring Manager’s Name]  123 Company Address  Company’s City, State, Zip Code  (xxx) xxx-xxxx  [hiring.manager@gmail.com](mailto:hiring.manager@gmail.com)  {{cover\_letter}}  **{{my\_name}}** | | |