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Company ABC  
123 Main St.  
Austin, Tx. 78701

Dear First Name Last Name Hiring Mgr,

I am writing in response to the opening for xxxx, which I believe may report to you.

I can offer you seven years of experience managing communications for top-tier xxxx firms, excellent project-management skills, and a great eye for detail, all of which should make me an ideal candidate for this opening.

I have attached my résumé for your review and would welcome the chance to speak with you sometime.

Best regards,

Christopher Nowak

