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| DMITRII SERIKOV | | |
| 3929 Barrington Dr., Medina, OH 44256 | (216) 970-9071 | dmitrii.serikov@gmail.com |
| March 21, 2016  Insert Company Contact Name  Insert Company address  Insert Employer's city, Insert Employer's state, Insert Employer's zip  Insert Phone Number  Insert Email  Insert Job ID#  Dear[InsertName],  Although I have spent the past [NUMBEROFYEARS] as a [POSITION] I have now decided to seek greater challenges and develop new skills in the [INDUSTRY] industry preferably at [COMPANY]. A lot of my skills can be transferred over into the role of a [POSITION] as defined by my notable performance.   * Insert Key Accomplishment #1 * Insert Key Accomplishment #2 * Insert Key Accomplishment #3   It would be a great honor to speak with you about how I will not only fit into, but also help shape the future of [COMPANY]. Due to this, I have attached my resume and look forward to hearing from you soon.  Sincerely,  Dmitrii Serikov | | |