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11/7/2023

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Dear Hiring Manager,

I am writing to express my strong interest in the [Position] position at [Company Name], as advertised on [Job Posting Source]. With a background in [Your Relevant Field or Education], I am confident that my skills and experiences align perfectly with the requirements of the role.

In my previous position at [Previous Company Name], I had the opportunity to [Highlight a Significant Achievement or Project] which [Result or Impact]. This experience equipped me with the ability to [Mention a Key Skill or Quality Relevant to the Position], and I am eager to apply this knowledge in a new and challenging environment at [Company Name].

During my academic journey, I earned a [Your Degree] from [University Name], where I honed my [Relevant Academic or Soft Skills]. My educational background, combined with my hands-on experience, has prepared me to contribute to the success of [Company Name] and [Additional Reasons Why You're a Strong Fit for the Company].

I am impressed by the innovative work being done at [Company Name] and its commitment to [Company Values or Goals]. I am excited about the opportunity to be a part of your team and contribute to the continued growth and success of the organization.

Thank you for considering my application. I have attached my resume for your review. I would welcome the opportunity to further discuss how my qualifications align with your needs. You can reach me at [Your Phone Number] or via email at [Your Email Address].

Sincerely,

Matthew Bui