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| «Phone»  «Email»  «personalAddress», «personalPostal» | «Name» | |
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| «companyName» | Dear hiring manager | |
| «Date»  «Address»  «City» «Province», , «postalCode» | While viewing job postings on WaterlooWorks, I was excited to come across your request for a «Position» and I am very interested in the position as well as in «companyName».  I am a «adj1», hard-worker who is always «char1» and loves collaborating with others on a project. I believe my strong «adj2» skills and eagerness to learning new things will make me the perfect addition to your team. I have a strong background in and passion for technology as shown in my many projects and experiences outlined in my resumé.  «companyName» has a strong reputation for its uniqueness, as well as its «trait1», and «trait2» environment. I am drawn to the positive culture of the company, and I am excited to work together to achieve «companyName»’s goals.  Thank you for your time. It would be a pleasure to speak with you further and discuss this opportunity with «companyName». I look forward to hearing from you soon.  Sincerely,  «Name» | |