|  |  |  |
| --- | --- | --- |
| [Phone]  [Email]  [Address]  [Website] | Your Name Surnameassistant manager | |
|  |  |  |
| «Company Name» | Dear hiring manager | |
| «Date»  «Address»  «City» «Province», | [If you’re ready to write, select a line or paragraph of tip text and start typing to replace it with your own. Don’t include space to the right of the characters in your selection.]  [It’s easy to match any of the text formatting you see here. On the Home tab of the ribbon, check out the Styles gallery for all styles used in this letter.]  Sincerely,  [Your Name] | |