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| [Phone]  [Email]  [Address]  [Website] | Your Name Surnameassistant manager | |
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|  | Dear hiring manager | |
| 16-Jan-2022  4711 Yonge Street  Toronto Ontario, , M2N 6K8 | While viewing job postings on WaterlooWorks, I was excited to come across your request for a and I am very interested in the position as well as in .  I am a , hard-worker who has always loved and collaborating with others on a project. I believe my strong skills and eagerness to learning new skills 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.  has a strong reputation for its uniqueness, , and trust. I am drawn to the positive culture of the company and I am excited to work together to achieve ’s goals.  Thank you for your time. It would be a pleasure to speak with you further and discuss this opportunity with . I look forward to hearing from you soon.  Sincerely,  [Your Name] | |