

I'm writing to apply for the position of [job position] at [company name]. I am confident that my skills are well-aligned with the role, and that I would be an excellent fit for your organization.

My skill-set and industry expertise are comprehensive and up-to-date. I make it my top priority to see that [enter job duty] is done well and efficiently. My career has also seen its share of achievements; while working as a [job title] at [company name], I [enter major accomplishment].

I believe my experiences and track record make me an excellent fit for this opportunity. I have enclosed my resume for your consideration. Please feel free to contact me via phone or email at a time of your convenience to discuss my background as well as the requirements for the role.

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