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John Doe
Manager
Retail Business
1234 Street Rd.
City, ST, 12345

Dear John,

First and foremost, I would like to thank you for taking the time out of your day to meet with me the other day regarding the open position at your company. Your workplace seems like a friendly, productive environment that emphasizes employee wellness, and it is my belief that I would make for a beneficial addition to your team. I hope that my portfolio will help to convince you of my usefulness. It is a cumulative collection of all the work I have completed in the 2020-2021 school year. I have put a lot of effort into these projects, and it displays the progression of my coding skills throughout the year.

Please feel free to contact me if you have some questions regarding me or my work. I can be contacted with the above contact information, or any of the other contact methods outlined in my curriculum vitae. I am looking forward to your response.

Best regards,
Timothy Wei