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| **Short Cover Letter Example**  Medical technical officer |  | (123) 456-789 |
|  | AeroBOT@gmail.com |
|  | 124 La Trobe Street, Melbourne, VIC 3000 |
|  | | |
| 11 Feb, 2025  Richard Bentley  407 Brianna Shores Apt. 774 North Sabrina, CT 93507  (650)202-9635  duranjames@yahoo.com  Dear [Mr./Mx./Ms.] Richard Bentley,  I’m thrilled to be writing to you to apply for the Medical technical officer position that Brown, Fernandez and Williams is advertising on LinkedIn.  I know this position requires strong leadership and communication skills. I grew into an effective leader and communicator as President of the Tubman High School Debate Team, and this makes me the perfect fit for this role.  I am confident the skills I honed in previous positions have prepared me for this opportunity with your firm. Please feel free to reach out to me for an interview at (123) 456-789 or AeroBOT@gmail.com  Sincerely,  **AeroBOT** | | |