

# alternance

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company@gmail.com

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name

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Dear [Mr./Ms.] [First Name] [Last Name],

My name is [your name]. I am thrilled to be applying for the [position] role in your company. After reviewing your job description, it's clear that you're looking for an enthusiastic applicant that can be relied upon to fully engage with the role and develop professionally in a self-motivated manner. Given these requirements, I believe I am the perfect candidate for the job.

I am a [insert positive trait] professional [insert your degree] who has been consistently praised as [insert positive trait] by my peers. Over the course of my career, I have developed proven [insert 1-3 soft skills] skills, which I hope to leverage into the [position] role at your company.

After reviewing my resume, I hope you will agree that I am the type of positive and driven candidate that you are looking for. I am excited to elaborate on how my specific skills and abilities will benefit your organization. Please contact me at [PHONE] or via email at [EMAIL] to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,