**Elyson Panolino**

Civil Engineer

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Santa Monica, Puerto Princesa City

November 1, 2024

[Hiring manager Name]

[Company]

[my number]

[my email]

[my current address]

JOB REFERENCE: [JOB TITLE]

Dear [Name pf Hiring Manager],

Introduction: Briefly introduce yourself and mention the position you’re applying for. State how you found the job listing and express your enthusiasm.

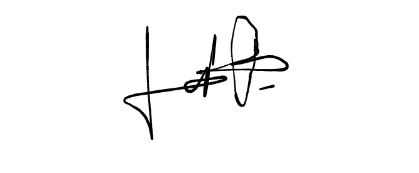
Body Paragraphs: Relevant Experience: Highlight specific experiences that match the job description. Use examples to demonstrate your skills and accomplishments.

Skills: Discuss relevant skills and how they make you a strong candidate. Tailor this to the job requirements.

Cultural Fit: Show your understanding of the company’s values and culture, and explain why you’d be a good fit.

Conclusion: Reiterate your enthusiasm for the role and your desire to discuss your application further. Thank the employer for considering your application.

Sincerely,

**Elyson Panolino**