FIRST NAMELAST NAME

Address | Phone | Email

Date

Recipient NameTitleCompanyAddressCity, ST ZIP Code

Dear Recipient:

To get started right away, just tap any placeholder text (such as this) and start typing.

Wondering what to include in your cover letter? It’s a good idea to include key points about why you’re a great fit for the company and the best choice for the specific job. Of course, don’t forget to ask for the interview—but keep it brief! A cover letter shouldn’t read like a novel, no matter how great a plot you’ve got.

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Sincerely,

Your Name

Table 1: Test-Table

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