Eduardo Escoto

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Timothy Ta
HR Department
Google
dofijsdo Street
Palo Alto, CA, 92126

March 9, 2019

Dear Timothy Ta,

Hire me, it'll be worth your while. This letter is to express my interest in your posting on [job board] for [position]. After looking through what [company] wants out of this position, I am confident I'm a great match. [Elaborate on academic qualifications and previous experience and how it ties to job requirements] I've actually created this [project description] that uses [company tech stack] which can more ideally showcase my relevant skill set.

I am graduating from the University of California at Santa Barbara with a B.A. in Sociology and would like to put my education to work at Best Company. I read in the Somewhere Times last week that you are launching a company-wide, high profile program. I am particularly interested in the benefits area of Human Resources and would like to contribute to this new project.

As you will see on my résumé, I have taken a number of courses that gave me a good foundation in writing, math, and interpersonal communication. My grades are a good indication that I complete tasks with excellent attention to detail and consistent follow through. In addition to my academic foundation, I interned during fall quarter with the Human Resources Department of the Good Company. This experience provided me with a solid exposure to basic benefits management. I am confident that those basics will enable me to quickly learn your approach to benefits. I would like very much to talk with you in the near future. I will contact you in the next couple weeks to discuss a convenient time to meet. Thank you for your time and consideration.

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Sincerely,

Eduardo Escoto