Logo

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**Dear Job Seeker,**

{{var\_fecha}}

Classic and simple, our “Original Professional” cover letter template is perfect for individuals applying for a [manager](https://resumegenius.com/blog/resume-help/manager-resume-examples) or [administrative assistant](https://resumegenius.com/resume-samples/administrative-assistant-resume-example) position.

{{mi\_empresa}} {{mi\_nombre}}

With its conservative design, the hiring manager will be able to clearly read your experience and skills without being distracted by unnecessary colors and fonts.

{{mi\_dni}}

If you’re still struggling to write your cover letter, here are some free resources to help you put together a cover letter that shows employers you’re the right person for the job:

·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)

·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)

·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Once you have a great cover letter, pair it with a convincing resume. Here are a few resources to help you write a resume that gives your application the boost it needs to land you an interview:

·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)

·     How to Write a Resume

·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

{{var\_nombre}}

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Yours cordially,

Shape

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