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June 12, 2019

Hiring Team  
Chief Web Officer  
Acme WebTech  
123 Business Rd.  
Business City, NY 54321

Dear eTailz Hiring Team,

I write this letter to express my interest in the position for a Help Desk Technician. I have six years of hands-on experience efficiently coding websites and applications using modern HTML, CSS, and JavaScript.

Building state-of-the-art, easy to use, user-friendly websites and applications is truly a passion of mine and I am confident I would be an excellent addition to your organization. In addition to my knowledge base, I actively seek out new technologies and stay up-to-date on industry trends and advancements. This has allowed me to stay ahead of the curve and deliver exceptional work to all of my employers, including those I've worked for on a project basis. I’ve attached a copy of my resume detailing my experience, along with links to websites and applications I’ve had the honor of working on.

I can be reached anytime via my cell phone, 555-555-5555 or by email at rita.applicant@gmail.com.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Best regards,

Rita Applicant ​(signature for a hard copy letter)

Rita Applicant