Matthew G. Hoskins

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[Month] [day], 2021  
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I am writing to apply for […] that was listed in […].

I have […] experience doing […].

Through the course of both high school and college, I have worked on a variety of projects giving me […].

I believe I would be a valuable employee in your […]. As well as, an opportunity to increase my […] while assisting your […(organization)] to accomplish its [goals or task].

I hope to hear from you soon.

Thank you for your consideration.

Sincerely,

Matthew G. Hoskins