

Narayan Acharya

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Company Recruitment Team

Company Name

Address Line 1,

Address Line 2

Dear Sir/Madam,

Para 1. Introduce. Reference? Applying for position?

Para 2. Why you are suited for the job?

Para 3. Anything extra if Para 2 was a bit too long, break it!

Para 4. Why this company?

Para 5. Action for the recruiter? Specify contact details again.

Yours faithfully,

Narayan Acharya