Owen Qiao

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The Hiring Manager

<company name>

<location>

Re: <name of the position>  
<address recruit team>：

I am writing to reply to this <name of the position> that I found on <job source>. <Introduction><why do I want this job>

<elaborate><how can I perform this job>

<conclude><what I can offer to the company>

Yours sincerely,

Owen Qiao