Owen Qiao

Mississauga, ON, Canada | 647-220-5668 | qiaokuanghua@gmail.com

June 19, 2018

The Hiring Manager

UrtheCast

<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>

<elaborate>

<conclude>

Yours sincerely,

Owen Qiao