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| **Short Cover Letter Example**  Administrator, Civil Service |  | (123) 456-789 |
|  | frank@gmail.com |
|  | 123 Main Street, NY |
|  | | |
| 18 Apr, 2024  Jesus Hutchinson  662 Lee Passage Apt. 337  Smithshire, MA 42315  001-535-098-2179  susan28@gmail.com  Dear [Mr./Mx./Ms.] Jesus Hutchinson,  I’m thrilled to be writing to you to apply for the Administrator, Civil Service position that Elliott, Wright and Matthews is advertising on LinkedIn.  I know this position requires strong leadership and communication skills. I grew into an effective leader and communicator as President of the Tubman High School Debate Team, and this makes me the perfect fit for this role.  I am confident the skills I honed in previous positions have prepared me for this opportunity with your firm. Please feel free to reach out to me for an interview at (123) 456-789 or frank@gmail.com  Sincerely,  **Frank Andrade** | | |