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| **Short Cover Letter Example**  Buyer, retail |  | (123) 456-789 |
|  | frank@gmail.com |
|  | 123 Main Street, NY |
|  | | |
| 18 Apr, 2024  Mary Sherman  7963 Sanders Gateway  Floresfurt, MS 58348  599-753-8436x4340  scottjeffrey@yahoo.com  Dear [Mr./Mx./Ms.] Mary Sherman,  I’m thrilled to be writing to you to apply for the Buyer, retail position that Delacruz PLC 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** | | |