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Name/Title
Company name
Address

Dear title or name,

Paragraph 1: Which job-position + where seen + excited/enthusiastic/interested + skills/knowledge match job and can benefit company

Paragraph 2: You want A, I can do A: give evidence. You want B, I can do B: give evidence. You want C, I can do C: give evidence. You want D, I can do D: give evidence...

Paragraph 3: Thank you for time spent considering application + direct to CV + welcome interview + give any relevant availability+ skills/knowledge match job and can benefit company

Signature,

Your name