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|  |  | 11/17/2019  Ms. Yana Roy  Manager  Rainforest Hotel  P.O. Box 4397  Kuching 93100, Malaysia  Dear Ms. Roy,  Enclosed please find a copy of our contract for the Borneo Explorer Trek tour. We look forward to working with you.  Are you looking for a [job title] with:   * [Number] years of hands-on experience in [area of expertise]? * Knowledge of the latest technology in [industry or field]? * [Excellent written and oral communication skills?] * [A passion to learn and to increase his skills?]   If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.  I would very much like to discuss opportunities with [Company Name]. To schedule an interview, please call me at [phone]. The best time to reach me is between [earliest time] and [latest time], but you can leave a voice message at any time, and I will return your call.  Thank you for taking the time to review my resume. I look forward to talking with you.  Sincerely,  Gunardi Saputra  Enclosure |
| Quest Special travel  JOB TITLE HERE **CONTACT** PHONE:  678-555-0103  WEBSITE:  Website goes here  EMAIL:  [someone@example.com](mailto:someone@example.com) |  |