\*\*\* EXAMPLE \*\*\*

Natasha Brando

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Anytown, September 29, 2019

Mark Smith

Head of Computer Science

AlgoRhythm Inc.

25 Robot Street

Anytown, NY 23423

Dear Mark,

As a long-term follower of your progress in building algorithms for the manufacturing industry, I was elated to see an opening for Computer Scientist within AlgoRhythm Inc. Due to my 5+ years of experience in working with machine learning packages in Python, R, and C++, I am positive I can help your neural networks learn more efficiently.

You state that you’re looking for candidates experienced in machine learning. During my time with AI-tomation Inc, I was a key part of the sales prediction algorithm Python project for Client X, which was able to cut 7% of the annual stock losses in the first year by limiting producing, buying or delivering unnecessary products, as well as reducing freight and storage costs by 14%. I am confident I can apply my skills to AlgoRhythm’s projects in the manufacturing industry.

I am a long-time admirer of the way you share your know-how through your publications and your commitment to continuous improvement. Joining your team and learning from the best in the industry would be a priceless milestone in my development as a computer science professional.

Can we schedule a meeting or a call to discuss how I can apply my skills to your manufacturing projects, or perhaps even help you expand to the retail industry?

Best Regards,

Natasha Brando

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