

4567 Main Street
City, State 98052
(718) 555-0100
taylorphillips@example.com
linkedin.com/in/taylorphillips

Taylor Phillips

Reed Flores
Office Manager
Fabrikam, Inc.
123 Elm Street
City, State 98052

Dear Reed Flores,

Start with a statement about why you are excited about the job you are seeking. Enthusiasm is key, and your personal connection to the role is much more important than flashy words and exclamation marks. Keep it brief and easy to read quickly.

If you feel a second paragraph is needed, touch on areas of the role that interest you. State your desire to learn more, suggest a follow up call or email. Be clear about your respect for busy schedules.

(Here's a tip: Make sure that you try Word Editor for suggestions on how to make this cover letter the best it can be.)

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