

Name \_\_\_\_\_

City, State \_\_\_\_\_ | Phone \_\_\_\_\_ | Email \_\_\_\_\_

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Name of Hiring Manager \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address 1 \_\_\_\_\_

Company Address 2 \_\_\_\_\_

Date \_\_\_\_\_

Dear (Hiring Manager Name),

Attention: \_\_\_\_\_

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Interest & Desire (Education): \_\_\_\_\_

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Interest & Desire (Experience/Skills): \_\_\_\_\_

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Action: \_\_\_\_\_

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Sincerely,

(Signature)

Your Name Typed