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PROFESSION TITLE HERE EX: BOOKKEEPER

FIRST MI LAST

PHONE LOCATION EMAIL

DATE

Dear Hiring Manager (Or name if you know it):

I am submitting my resume and cover letter in response to the recently advertised POSITION HERE.

As my resume reflects, you will notice that I meet/exceed the requirements outlined in the job requisition in the following ways:

* Pull requirement from job requisition and demonstrate how you meet/exceed the requirement
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Throughout my professional work history and demonstrated on my resume, I have mastered skills such as leadership, operational efficiency, best practices, and teamwork. (LIST SOME OTHER TECHNICAL SKILLS HERE THAT ALIGN WITH THE SPECIFIC POSITION)

I am confident that my commitment to meeting high expectations and the ability to function as an integral part of a team would allow me to make a valuable contribution to COMPANY NAME HERE.

Talk about why you would be a great fit for this position other than hard skills. Talk about your passions, career goals, etc. that align with the position and/or company mission and culture.

A challenging environment such as yours will give me the opportunity to make the best use of my skills and experience.

Thank you for your time and consideration.

Sincerely,

FIRST MI LAST