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Sample Cover Letter

Date

Dear Name,

I am reaching out to introduce myself and to learn more about the \_\_\_\_\_ role at \_\_\_\_\_ . I would appreciate the opportunity to meet you, gain your perspective on the direction of the industry and learn more about this opportunity.

I believe my top three skills that would be applicable to this role are:

- Skill one
- Skill two
- Skill three

My greatest learning experience in the past year has been \_\_\_\_\_.

I best learn by.....

I best receive feedback ....

Thank you and look forward to meeting and learning from you.

Best,

Name

Contact Info



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