

``xml John Doe

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*456 Corporate Blvd Business City CA 67890*

Hiring Manager Dear Hiring Manager,

I am writing to express my interest in the [Position Title] at [Company Name] as advertised.

With my background in [Your Field/Industry] and experience in [Relevant Experience], I am confident in my ability to contribute effectively to your team. I have attached my resume for your review and would welcome the opportunity to discuss how my skills and experiences align with the needs of your team.