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# Short Cover Letter

**[Your Name]**

[Your Address]

[Your City, State, Zip]

[Your Phone Number]

[Your Email Address]

[Date]

**[Hiring Manager's Name]**

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [Where You Found the Job]. With a solid background in [Relevant Field/Industry], I am confident in my ability to contribute effectively to [Company Name] from day one.

At [Previous Company], I successfully [describe a relevant achievement or responsibility] that directly aligns with the needs of your team. For example, [briefly mention a relevant project or task], which resulted in [mention the outcome]. I am particularly drawn to this position at [Company Name] because [mention a specific reason related to the company or position].

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I am enthusiastic about the opportunity to bring my unique expertise to [Company Name], a place known for [mentioning something notable about the company]. I look forward to the possibility of discussing how my background, skills, and enthusiasm align with the goals of your team.

Thank you for considering my application. I hope to bring my skills and passion for [Industry or Field] to [Company Name] and am eager to contribute to its continued success.

Best regards,

**[Your Name]**