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Edward Jones
12 Orange Street
New York, NY 10013
212-555-1234
edward.jones@gmail.com
November 12, 2023
Mr. John Doe
123 Main Street
New York, NY 10013
Dear Mr. Doe:
As a dedicated professional with 5 years of experience in the field, I am applying for the [Position Name] role at your organization. I believe my skills and background align well with the requirements of this position. I would be pleased to discuss my qualifications further.
Over the course of my career, I have developed a strong foundation in [relevant skills/experience]. I have worked in various roles, including [relevant roles], where I successfully [relevant achievements]. My experience includes [relevant details].
Customer Service, Project Management, and Team Leadership are some of the key areas where I have excelled. I am confident that my skills and experience will be a valuable asset to your organization. I am excited about the opportunity to contribute to your team and grow with your organization.
I believe my passion and dedication to the field of [relevant field] will ensure that I can excel in this role. I am confident that my skills and experience will be a valuable asset to your organization. I am excited about the opportunity to contribute to your team and grow with your organization.
Thank you for your time and consideration. I look forward to hearing from you in the near future.
Sincerely,
Edward Jones
EDJ_2023

MEDICAL ASSISTANT

your.name@gmail.com | (XXX) XXX-XXXX | 142 Your Address Blvd, City Name, CA XXXXX

[Today's Date]
[Hiring Manager's Name]
[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],
I am writing to apply for the part-time Medical Assistant position at Long Well Health Center, as advertised on [website]. With a certified Medical Assistant license and 3 years of professional experience in patient care, medical management, reception, and general office administration, I am confident that my skills and background align well with the requirements of this position. I have worked in a range of medical facilities, from private practices to hospital settings, where my responsibilities included [relevant roles].
As a Medical Assistant, I have gained extensive experience in [relevant skills/experience]. I have worked in various roles, including [relevant roles], where I successfully [relevant achievements]. My experience includes [relevant details].
Customer Service, Project Management, and Team Leadership are some of the key areas where I have excelled. I am confident that my skills and experience will be a valuable asset to your organization. I am excited about the opportunity to contribute to your team and grow with your organization.
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Edward Jones
EDJ_2023

INFORMATION TECHNOLOGY

your.name@gmail.com | (XXX) XXX-XXXX | 142 Your Address Blvd, City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]
[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

This email is in regards to my interest in applying for the (POSITION) recently posted on (website). With my skill-set and competencies I am more than able to investigate several forensic examination processes and monitor security systems for multiple fortune 500 companies.

While pursuing an Associate Degree in Information Security and Digital Forensics from Trident Community College, I have developed skills in reverse engineering, computer forensics, networking and information security. This knowledge has enabled me to operate in Windows and Linux platforms and master multiple security principles.

I started my career as an Information Security Intern with Chicago Government in May 2011. Working under the direction of senior members, I monitored the overall security of the system and investigated likely loopholes. Utilizing my academic and professional knowledge, I dedicated two years with Technology Smart while working in the capacity of Network Operations Center Monitoring Technician. Here I gained an opportunity to work in a Datacenter environment, improve existing documentation systems and implement stringent measures to improve the overall network security.

I currently work as a Security Operations Center Security Analyst with Security Professionals Inc., where I have been able to further strengthen my technical acumen. I have attached my resume highlighting my academic and professional skills and look forward to hearing from you in due course.

Sincerely,

[Name]

Edward Jones
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New York, NY 10013
212-555-1234
edward.jones@gmail.com
November 12, 2023
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New York, NY 10013
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Thank you for your time and consideration. I look forward to hearing from you in the near future.
Sincerely,
Edward Jones
EDJ_2023

Employee recommendation letter

To Whom it May Concern:

Dear _____,

Anita Job was employed as an Administrative Assistant from 2002 – 2005.

During her time at Inatech, Anita was responsible for office support, including word processing, scheduling appointments and creating brochures, newsletters, and other office literature.

Very truly yours,

Anita fulfilled employment responsibilities with little supervision. The position required interaction with the public, as well as the ability to liaise between different departments. Success was dependant on strong communication and interpersonal skills.

Sincerely,

I am happy to act as a reference for Anita and can speak to her customer service skills, work ethic, computer literacy, and professionalism. Please feel free to contact me should you require further information.

Thank you,

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