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|  | Your Name Surname  Job/Professional Title | | |  |
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| Contact Your Address  City, Post Code  Phone  Email  Recipient Name  Title  Company  Recipient Street Address  Recipient City, Post Code | | Dear [Recipient Name], In this section you should introduce yourself. You should also mention the job/industry you are applying for (you can make this process easier by researching the company/job before you start writing).    The main body highlights your skills, experience and qualifications. It is important that you show that your skills and experience match those that are needed for the job.   * *[Number] years of hands-on experience in [area of expertise]?* * *Knowledge of the latest technology in [industry or field]?* * *[Excellent written and oral communication skills?]* * *[A passion to learn and to increase skills?]*   Some job advertisements will outline criteria they are looking for in a candidate. If this is the case, be sure to acknowledge these in your cover letter and explain how and why you meet these criteria.  Convey enthusiasm and emphasize your personal value. This is the document that attracts the employer’s attention and encourages them to read your resume.   * *Thank you for taking the time to review my resume. I look forward to talking with you.*   Sincerely,  [Your Name] | | |
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