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|  | Your name Surname  assistant manager | | |  |
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| Contact [Address]  [City, County/Region, Postcode]  [Phone Number]  [Email address] | | Dear [Recipient name], Are you looking for a [job title] with:   * [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 his skills?]   If so, then you need look no further. You will see from my enclosed CV that I meet all of these qualifications and more.  I would very much like to discuss opportunities with [Company name]. To schedule an interview, please call me on [phone]. The best time to reach me is between [earliest time] and [latest time], but you can leave a voice message at any time, and I will return your call.  Thank you for taking the time to review my CV. I look forward to talking with you.  Yours sincerely,  [Your name]  Enclosure | | |
| [Recipient name]  [Title]  [Company]  [Recipient Street Address]  [Recipient Town/City, County, Postcode] | |