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# KIRSTEN · TAYLOR

email@gmail.com || linkedin.com/in/first-lastname || 000-000-0000 || City, State

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Month 1, 2019

First & Last Name

Position of Person

Department

Company Name

Company Address on 1 line

To Whom It May Concern:

I am writing to express my interest in the \_\_\_\_\_ position at \_\_\_\_\_.

Sincerely,  
First and Last Name

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