

# ELIZABETH KEEN

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John Doe  
Hiring Manager  
Company Name

January 18, 2000

Dear John Doe (or Dear Hiring Manager):

I am writing to apply for the position of [job title you are applying for]. With over 8 years of extensive experience in the [industry name] field, I am confident that I would make an excellent addition to your team.

My considerable [industry name] experience has given me a wide array of skills and abilities that I believe make me the perfect fit for this job. I have a proven track record of efficiently [qualification] and [qualification], and I am well-versed in [qualification] and [qualification]. Additionally, I have extensive experience with [skill], [skill], and [skill].

I understand that [something relevant] is essential to the success of your company and I am confident that my knowledge and experience in the field can help you achieve your goals. I believe I would be an excellent fit for your company culture and I am excited by the possibility of contributing my skills and expertise to your team.

Thank you for taking the time to review my cover letter and consider my candidacy for this position. I am confident that I possess the skills, knowledge, and experience necessary to excel in this role and am eager to discuss my qualifications with you in more detail. I look forward to hearing from you and thank you again for your time and consideration.

Sincerely,

*Elizabeth Keen*

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