Reginald Applicant

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September 1, 2019

Xavier Lee

Hiring Manager

ACME Global

123 Business Road

Huntington, NY 54321

Dear Mr. Lee,

Thank you for taking the time to review my resume. I have recently graduated from University College, and I am currently looking for a position in the Huntington area.

I am interested in an entry-level role with ACME Global Accounting department, hoping to leverage my knowledge of corporate accounting and GAAP best practices to contribute to your operations. I have heard that ACME Global is a wonderful company to work for, and I hope that I can be considered for the team.

If you have questions regarding my credentials and qualifications, please feel free to call or email me at reginald.applicant@gmail.com.

Again, thank you for reviewing my resume. I look forward to hearing from you in the near future.

Sincerely,

*Signature* (hard copy letter)

Reginald Applicant