

Anthony Taylor

Graphic Designer

Ms. Nathen Bruen

Position in Company
name.g.name@gmail.com
123 Street Name, Town/City

Dear Ms. Darcy,

August 24, 2025

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Highlight your achievements, skills, experiences, and training that are relevant to the position you want to get. However, avoid simply repeating the information you included in your resume. Tailor your cover letter to each employer and job. Since you are applying for specific roles, give specific examples and events that demonstrate your ability to perform well if given the position. Lorem ipsum dolor sit amet, consectetur adipisicing elit Excepteur sint occaecat cupidatat non pr in culpa qui

Yes, you should maintain a professional air throughout the copy, however, an exceedingly formal tone may turn off those who read it. Remember to also show genuine enthusiasm for the job. You can think of it this way: it's not a suit-and-tie event, but a smart casual gathering. Steer away from highly personal information and questions about the position. This includes talking about salary expectations and company benefits. Instead, reserve such inquiries for the actual interview Lorem ipsum dolor sit amet consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Excepteur sint occaecat cupit in culpa qui officia

Sincerely,

Anthony Taylor
Graphic Designer

Anthony Taylor

CONTACT



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123 Street Name, Town/City