

2024 年 1 月 1 日

Dear Sir/Madam:

I am writing to you regarding the application for the position of...

I have the following qualifications and experience:

1. I have a Bachelor's degree in Business Administration from the University of...

2. I have worked for 5 years in the sales department of a large company...

3. I have excellent communication and teamwork skills...

4. I am a fast learner and can adapt to new environments quickly...

5. I am highly motivated and committed to my work...

I am confident that I can contribute significantly to your organization...

I have attached my resume and cover letter for your review...

Thank you for your time and consideration.

Sincerely,

[Your Name]

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