

Carmelo Barese

Assistant Manager

312.555.0110	carmelo@example.com	Seattle, WA
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Dear Kerstin,

Are you looking for an assistant manager with:

- 3 years of hands-on experience in management
- Knowledge of the latest technology in advertising
- Excellent written and oral communication skills
- A passion to learn and to increase their skills

If so, look no further. You will see from my enclosed resume that I meet all these qualifications and more.

I would very much like to discuss opportunities with Starling and Copper. To schedule an interview, please call me at the phone number provided. The best time to reach me is between 9:00 am and 3:00 pm. You can leave a voice message at any time and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,
Carmelo Barese