

GRAHAM BARNES

SOFTWARE ENGINEER

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4 April 20XX

Isabel Garcia

Proseware, Inc.

Stockton, CA

Dear Ms. Garcia,

Start by introducing yourself and explaining why you are interested in the job. Mention the position you are applying for.

Use the body of the cover letter to highlight your qualifications and experiences that make you a good fit for the job. Focus on the skills and experiences that match the job description and show why you are the best candidate for the job.

Show your enthusiasm for the job and the company. Explain why you are excited about the opportunity and what you can bring to the company.

Close your cover letter by thanking the hiring manager for their time and consideration. Use a call to action to encourage them to review your resume and contact you for an interview.

Before submitting your cover letter, make sure to edit and proofread it carefully.

Best regards,

Graham Barnes

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