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Porki987@gmail.com

Your address  
tel email

The date



April 1. 2019

Why you are writing

Re: Copy editor Internship announcement 78//999

Mr Francis Perkins, Human Resources Manager  
Doubtful Editions  
45, avenue de Roukins  
76588 Vitry sur Oise FRANCE

Their complete address

Dear Mr Perkins

The person you're writing to or  
Dear Director.  
or  
sirg  
madam

Your works, from Voltaire to Comix, have inspired generations of Wonkers, myself being one. The possibility of working with....

I have just finished my first year with APPO, school of advanced bullshipping, in Leeds, UK. Of the many skills which I've begun to acquire, I do think ropper strapping (the art of hooking the reader within the first 3 words) would be exceptionally interesting for a potential employer.... Please refer to my enclosed resumé for more details of my background.

I would welcome a chance to join the Doubtful team to contribute to the genius of your team....

If my profile seems to comply with the person you are seeking, I would appreciate an opportunity to speak more at depth about my possible candidacy at Doubtful.

I can be reached either I am available for an interview at your convenience.

Thank you for your time and consideration.

I look forward to hearing from you soon.

Sincerely,

H Wingobottom

Encl: CV

Your motivation!  
About them

About me

About us

Next step

Salutations

Your written signature

You.

Encl.