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Use The Same Paper And Font As Your Resume. Use Envelopes That Match Your Paper. Type, Not Handwrite, Addresses On Envelopes. Proofread Your Letters Carefully. Use Professional Writing Style (i.e. Do Not Use Contractions, Jan 3th, 2024

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1. Business Correspondence

The 'The Hindu'. As Requested, I Am Enclosing A Completed Job Application, My Certification, My Resume, And Three References. The Opportunity Presented In This Listing Is Very Interesting, And I Believe That My Strong Technical Experience And Education Wil Mar 10th, 2024

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