Sandy Bay

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September 30, 2030

Peter Pan
Head of Recruitment
iLovePDF
10 Long St.
Brighton, BN9 03P

Dear Mr Pan,

A cover letter is an important part of your job application. It's your chance to show the employer that you are a good fit for the position, and it's also your opportunity to explain any gaps in your employment history or why you are interested in the job.

When you write a cover letter, be sure to include the following information; your name and contact details, the name of the company and the position you are applying for, a brief introduction that explains why you are interested in the job, your qualifications for the position, and a closing paragraph thanking the employer for their time and consideration.

A cover letter should be professional and formal, and it should be written in a clear, concise, and easy-to-read style. The tone of your letter should match the tone of the company's website or job listing. If the company's website is casual, then you can use a casual tone in your letter, but if the website is more formal, then your letter should be more formal as well.

Kind regards,

Sandy Bay