

Cover Sheet

Sender's Name
Street Address Here
Address Line 2 here
ph: 555-555-555555
abc@example.com

DD/MM/YYYY

Receiver's Name
Designation of Receiver Here
Company Name Here
Address Goes Here
Address Line 2 Here

Salutation,

Start your first sentence with a statement to tell about the job you are applying for in that company.

The middle section of the resume cover sheet should describe your main qualification and experience in short. It should also tell why you are a good fit for the company.

The last section should tell the reader that want you plan to do next. Whether you plan to call them up or you are waiting for their call. End your paragraph with a thanking you note.

Sincerely yours,

Sender's Name

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Lingjun Ying



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