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| Dylan Williams | | |
| 7 July 20XX Los Angeles, CA  651-555-0151  dylan@example.com |  | Ayano Harada Hiring Manager  Starling and Copper  123 Avenue A  Burbank, CA 56789 |
| Dear Ayano, I am writing in response to your job posting for a temporary copywriter. Based on the requirements listed in the ad, I feel that my skills and experience are a perfect match for this position.  I am interested in finding a position that will last for at least 6 months. I am available to start in a new position as early as August.  I have enclosed my resume for your review. I look forward to further discussing opportunities with Starling and Copper. If you have any questions or would like to schedule an interview, please call me at 651-555-0151.  Sincerely, Dylan Williams Enclosure |