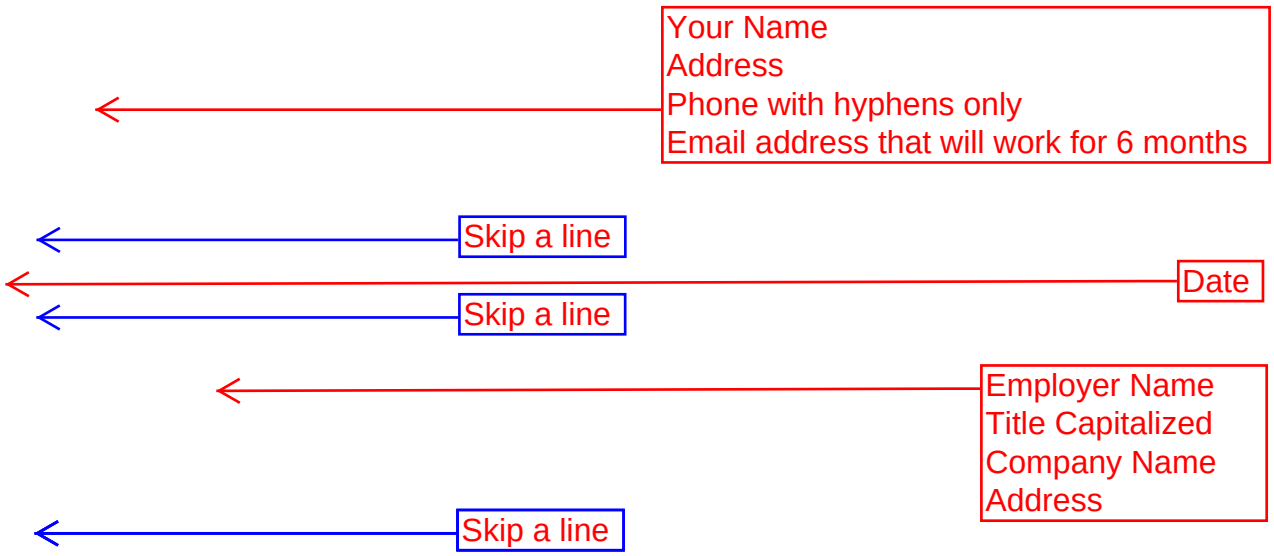
Your Name
Address
Phone with hyphens only
Email address that will work for 6 months
Skip a line
Date
Skip a line
Employer Name
Title Capitalized
Company Name
Address
Skip a line

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6B&CD'*,5'E,*9'

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Expresses interest and excitement

Position NOT capitalized

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N%4CD">("&5'OL1'LD$>'2%>$($%#'D$.D4$.D(>'B44'%3'(D'"Q@B4$($">'(DB('M'DB)"'R""#'4%%S$#.'
3%&'$#'B#'$#("&#>D$25'>DC$D>'%#'0">$.#5'B#B4I>$>5'B#0'(">($#.'%3'A"CDB#$CB4'
"Q@$2'#(1"LD"'2&%>2"C('%3'K%&S$#.'K$(D'B'0">$.#"'#.$#""&$#.'("BA'$#'B'
2&%3">>$%#B4'>"(($#.5'KD$4"'2&%0@C$#.'A"B#$#.3@4'&">"B&CD'B#0'2&%0@C(>'$>'"TC$($#.'
(%'AI'$#("&">(>'B>'B'A"CDB#$CB4"'#.$#""&$#.'>(@0"#(1'

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>"#$%&'A"CDB#$CB4"'#.$#""&$#.'>(@0"#('B('UO65'M'DB)"'DB0'(D"'%22%&(@#$(I'(%'K%&S'
%#'#@A"&%@>'0">$.#'2&%G"C(>'(DB('&"Q@$&"0'K%&S$#."'33$C$"#(4I'B#0'2&%3">>$%#B44I'
$#'("BA>'(%'%)"&C%A"'>2"C$3$C'CDB44"#.">'%&'$##%)B("'>%4@($%#>'3%&'B'.$)"#'2&%R4"A1'
M'DB)"'%3("#'D"40'4"B0"&>D$2'&%4">'BA%#.'(D">"'.&%@2>'RI'2$%#""&$#.'K%&S"'33%&(>5'

EXAMPLE #1

City of Burlington Department of Public Works Hiring Team

EXAMPLE #2

"#$%&'!"(!)
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1#'2%$-3&$4!5('6&$3!+78+9!
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To Whom This May ConcernO!

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HBIKB&0'LI4"&M#C1
=<,'/%%>")"4('H$.DKBI
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M'BA'K&$($#.'(%22B4I'3%&D("'2%>$($%#'%3'"#.$#""&$#.'$#("&#'B(ƒ › ™ ƒ ” † › Ž ‡ "'$#'
N%4CD">("&5'OL1'LD$>'2%>$($%#'D$.D4$.D(>'B44'%3'(D"'Q@B4$($">'(DB('M'DB)"'R""#'4%%S$#.'
3%&'$#'B#'$#("&#>D$25'>@CD'B>'DB#0>'%#'0">$.#5'B#B4I>$>5'B#0'(">($#.'%3'A"CDB#$CB4'
"Q@$2A"#(1"LD"'2&%>2"C('%3'K%&S$#.'K$(D'B'0">$.#"'#.$#""&$#.'("BA'$#'B'
2&%3">>$%#B4'>"((($#.5'KD$4"'2&%0@C$#.'A"B#$#.3@4'&">"B&CD'B#0'2&%0@C(>'$>'"TC$($#.'
(%'AI'$#("&">(>'B>'B'A"CDB#$CB4'"#.$#""&$#.'>(@0"#(1'

M'R"4$")"'(DB('M'BA'B#'$0"B4'CB#0$0B("'3%&'(D$>'2%>$($%#'K$(D'HBIKB&0'LI4"&1'7>'B'
>"#$%&'A"CDB#$CB4"'#.$#""&$#.'>(@0"#('B('UO65'M'DB)"'DB0'(D"'%22%&(@#$(I'(%'K%&S'
%#'#@A"&%@>'0">$.#'2&%G"C(>'(DB('&"Q@$&"0'K%&S$#.'"33$C$"#(4I'B#0'2&%3">>$%#B44I'
$#'("BA>'(%'%)"&C%A"'>2"C$3$C'CDB44"#.">'%&'$##%)B("'>%4@($%#>'3%&'B'.$)"#'2&%R4"A1'
M'DB)"'%3("#'D"40'4"B0"&>D$2'&%4">'BA%#.'(D">"'.&%@2>'RI'2$%#""&$#.'K%&S"'33%&(>5'
C%AA@#$CB($#.'$#3%&AB($%#'R"(K""#'(D"'C4$"#('B#0'(D"'("BA5'%&.B#$V$#.'.&%@2'
A""($#.>5'B#0"'#>@&$#.'(DB('(B>S'K"&"'(%'R"'C%A24"'("0'%#'($A"1'M'DB)"'#B(4>%'>2"
(K%'>"A">("&>'B>'B'("BCD$#.'B>>$>(B#('$#'CDB&.'"%3'("BCD$#.'3$@0('#(>'D%K'
(%'@>"'!%4$0W%&SN'8J>%3(KB&"1'M'KB>'$#'CDB&.'"%3'DB#0$#.'%@('B>>$.#A"#(>5'
.&B0$#.'B>>$.#A"#(>5'B>>$>($#.'>(@0"#(>5'B#0'B0A$#$>("&$#.'(">(>'$#'B'C%A2@("&'4BR'
>"(($#.