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Director, ODAHRD

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Dear Sir/Madam:

I am currently looking for a job when i was informed that your firm has vacancies and I'm interested in applying for any of your vacant positions. I am confident that my skills and experience in my studies could make a great contribution in your firm. I am also willing to do extra work that you will give to gain more experience.

I would appreciate the opportunity to discuss my qualifications for any of your vacant position in greater detail with you in person at your earliest convenience. My resumé is attached for your review.

Thank you for your consideration.

Respectfully yours,

Sherwin S. Flandez