Before: the generic letter

Alex Morgan

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Hiring manager
Bristol

Application for marketing job

Dear Sir or Madam,

I am writing to apply for the marketing job at your company. I am a hard-working and motivated person with experience in marketing, and I think I would be a good fit for the role.

I have worked in marketing since 2018. At my current company I do emails and social media and I have done many different tasks. I am a team player and I learn quickly. I am also good at communication and I always give my best.

I have attached my CV. I look forward to hearing from you.

Yours faithfully,
Alex Morgan

Sample cover letter for a fictional person: the generic starting letter, before tailoring. All names and details are made up.