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| Carlota  Melgar | PhoneFaxEmailWeb | 989-555-0191  989-555-0192  carlota@example.com  www.example.com |
| HLP Manufacturing Inc. Suite 300  Ft. Lauderdale, FL | Shams Elmarakshi 5678 Mountain Drive  Denver, CO 12345 | |
| October 1, 20XX Dear Shams,  I truly appreciate the opportunity to connect and discuss the role in more detail. It was great to learn about the company’s initiatives and the impact the team is making in the industry. The discussion left me feeling even more energized about the possibility of joining and contributing in a meaningful way.  The company’s commitment to excellence and its forward-thinking approach strongly resonate with me. I enjoyed hearing about the challenges and opportunities within the role and how the company fosters a culture of continuous improvement and collaboration. I look forward to the potential of bringing my experience and enthusiasm to the team.  Thank you again for your time and insights. I appreciate the opportunity to be considered and look forward to what’s ahead. Please don’t hesitate to reach out if there’s anything else I can provide to support the process.  Sincerely,  Picture of signature  Carlota Melgar | | |