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| Maria Martinez  1234 Main St., Espanola, NM 87532 · 505-123-4567  MMARTINEZ@GMAIL.COM |
| 5/21/19 |

Mrs. Teresa Coronado

Human Resources Manager

Los Alamos National Laboratory

1234 Los Alamos Dr.

Los Alamos, NM 87547

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| Dear mrs. coronado, Are you looking for an information technology specialist, who:   * Will graduate from a nearby high school in 2020 and currently has a 3.7 average in college preparatory classes * Has grown up in the northern New Mexico area * Desires to work hard and learn quickly to help the organization succeed * Plans to go to college to study information technology to further her career?   If so, then you need look no further. You will see from my enclosed resume that I meet all these qualifications and more.  I would very much like to discuss opportunities with Los Alamos National Laboratory. To schedule an interview, please call me at 505-123-4567 or email me at [mmartinez@gmail.com](mailto:mmartinez@gmail.com). The best time to reach me by phone is between 8:00 AM and 8:00 PM.  Thank you for taking time to review my resume. I look forward to talking with you.  Sincerely,  Maria Martinez  Enclosure |