While my enclosed resume provides a good overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills:

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| **Position Requirements:** | **My Match With Requirements:** |
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Since my experience and expertise fit your requirements so closely, I look forward to speaking with you regarding how I can contribute to the success of your organization. I will contact you next week to follow up on this. In the meantime, please feel free to call me. Thank you for your time and consideration.