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香港中文大學
The Chinese University of Hong Kong

April 7, 2024

Target University
SomeAddresss
SomeTown, SomeState SomeZip

Dear Application Committee,

PARAGRAPH ONE (Introduction): Start with a strong opening sentence that grabs attention. Briefly introduce yourself and mention the position you are applying for. You can also include how you found out about the job opening.

PARAGRAPH TWO (Why you are interested and your relevant experience and skills): Explain why you are interested in the job and the company. Show that you have researched the company and relate your skills and interests to its mission and needs. Detail your relevant experience and skills, using specific examples to demonstrate how you have successfully used these in the past. Tailor this section to the job description, focusing on how you can meet the company's needs and contribute to its success.

PARAGRAPH THREE (Conclusion): Conclude by reiterating your interest in the position and expressing your desire to discuss further how you can contribute to the company. Thank the employer for considering your application and suggest a follow-up action, like an interview.

Sincerely,

SomeName,
SomeTitle,
Department of Computer Science and Engineering, The Chinese University of Hong Kong