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To: M. Molly @yahoo.com

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Subject: Request for an Interview

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Dear Mark

I am writing to request an interview for the Lab Technician Position in your Clinic. I came to know that the position was open from your advertisement on your website. I believe that my education and experience in the field of Lab Technician makes me suitable to become part of your team.

I am a qualified at Lab Technician, and have worked for 5 years in ABC Hospital. I have analyzed, tested, drafted and presented hundreds of medical reports.

My resume, enclosed herewith, details my background and skills along with a list of my achievements. I expect that most of my strengths fit the position needs and that several of my other strengths are transferable.

It would be a sincere pleasure to hear back from you soon to discuss this opportunity to have an interview to discuss my qualifications and what I can bring to the your Clinic.

Thank you for your time and consideration.

Best Regards

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