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採用について問い合わせる Inquiring About a Job

From: Takuya Inoue
To: Matt Williams
Subject: Job inquiry

Dear Mr. Williams,

My name is Takuya Inoue and I am writing to inquire about job openings at ABC Software Company.

I have a Master of Science degree in computer engineering and have worked for the past three years at XYZ Technologies as a software engineer. I am specifically interested in a management position. I believe my skills and abilities would be an asset to your company as I have extensive experience in the software industry.

I have attached my resume for your review.

Thank you.
Sincerely,

Takuya Inoue
1-5-27 Ikejiri Setagaya-ku Tokyo
Cell: 090-1234-5678

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