

John Doe
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City, State, Zip Code
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Hiring Manager
Company Name
Company Address
City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the bilingual job opportunity listed on your company website. With my proficiency in both English and Spanish, along with my background in [insert relevant field or experience], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [insert a specific achievement or responsibility], which strengthened my communication skills and my ability to engage with diverse audiences. I am enthusiastic about the potential to bring my bilingual expertise to [Company Name] and support your goals of [insert company goal or value].

I would appreciate the opportunity to discuss my qualifications further. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company.

Sincerely,
John Doe