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信中求职者主要列出了自己的工作经验，并提到了自己的薪金水平，最后附简历。 Dear Ms. Mac

Queen: Are you looking for a salesperson for the information processing industry? Maybe I can help you. I am the corporate representative for twenty major customers at IBM Corporation.

Based on this experience I can: - Meet large global customers total information systems requirements - Negotiate worldwide volume purchase agreements - Sell in international markets - Respond to the concerns of senior management - Leverage all corporate resources to achieve customer satisfaction Although other factors such as career growth are of primary importance to me, you should know that my total compensation is \$75,000. I appreciate your consideration. Very

truly yours, Wade B. Stanford (手写体) Wade B. Stanford

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