

cover letter sample it

cover letter sample it is a crucial resource for technology professionals aiming to make a powerful first impression in a highly competitive job market. A well-crafted IT cover letter goes beyond simply reiterating your resume; it provides a unique opportunity to articulate your passion, demonstrate your understanding of the role and company culture, and highlight how your specific skills and experiences align with the employer's needs. This comprehensive guide delves into the essential components of an effective IT cover letter, offers practical advice on tailoring your application for diverse tech roles, and provides detailed samples to inspire your own compelling submissions. Whether you are an aspiring junior developer, an experienced project manager, or a specialized cybersecurity analyst, understanding the nuances of a powerful IT cover letter can significantly elevate your candidacy. We will explore key strategies to avoid common pitfalls, ensuring your application stands out for all the right reasons and moves you closer to securing your dream IT position.

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Understanding the IT Cover Letter

In the dynamic and rapidly evolving technology sector, a strong resume detailing your technical prowess and project history is undoubtedly vital. However, the accompanying cover letter serves a distinct and equally important purpose. It acts as your personal narrative, a space where you can connect the dots between your qualifications and the specific demands of the job, demonstrating not just what you've done, but why it matters for the role you're pursuing. This introductory document provides context for your

technical achievements, allowing recruiters to see the person behind the code or the data, and understand your potential cultural fit within their organization.

An IT cover letter is your chance to showcase soft skills often overlooked in a bullet-point resume, such as problem-solving abilities, communication skills, teamwork, and a proactive approach to learning new technologies. It can explain career transitions, address gaps in employment, or elaborate on unique projects that might not fit neatly into a resume's structured format. Ultimately, it's a strategic communication tool designed to pique the hiring manager's interest and compel them to take a deeper dive into your resume and, ideally, invite you for an interview.

The Purpose of an IT Cover Letter

The primary purpose of an IT cover letter extends beyond a mere formality; it is a critical differentiator in a crowded applicant pool. It offers a unique opportunity to make a personal connection with the hiring manager by demonstrating genuine interest in the specific role and company. Unlike a standardized resume, a cover letter is customized for each application, allowing you to directly address the requirements outlined in the job description and articulate how your skills and experiences are a perfect match.

Furthermore, an IT cover letter allows you to highlight your understanding of the company's mission, products, or services. By referencing specific company achievements, recent projects, or stated values, you convey that you have done your research and are genuinely invested in the opportunity. This level of personalized engagement can significantly enhance your appeal, presenting you as a thoughtful and highly motivated candidate who is prepared to contribute meaningfully from day one. It is an indispensable tool for showcasing your unique value proposition in the competitive IT landscape.

Key Components of an Effective IT Cover Letter

Crafting an impactful IT cover letter requires careful attention to its structure and content. Each section plays a vital role in building a compelling narrative that showcases your qualifications and enthusiasm for the position. A well-organized letter not only makes a professional impression but also ensures that critical information is easily digestible for busy hiring managers. From the initial contact details to the final sign-off, every element contributes to presenting you as a highly suitable candidate.

Contact Information and Salutation

Begin your cover letter with your contact information, followed by the date, and then the employer's contact information. This includes your full name,

address, phone number, and professional email address. For the employer, include the company name, address, and, if known, the hiring manager's name and title. Addressing the letter directly to the hiring manager by name (e.g., "Dear Mr. Smith" or "Dear Ms. Johnson") immediately establishes a personal connection and demonstrates your diligence. If the hiring manager's name is not available, a professional alternative such as "Dear Hiring Manager" or "Dear [Department] Team" is acceptable, but always try to find a specific name through company websites or LinkedIn.

The Opening Paragraph: Hooking the Reader

The first paragraph of your IT cover letter is crucial for capturing the reader's attention and clearly stating your purpose. It should immediately convey which position you are applying for, where you saw the job advertised, and express your genuine enthusiasm for the opportunity. Briefly mention a key qualification or an overarching statement that highlights why you are an excellent fit for the role. For example, you might state: "I am writing to express my enthusiastic interest in the Senior Software Engineer position advertised on LinkedIn, where my proven expertise in scalable backend development and passion for innovative solutions align perfectly with your team's objectives." This direct and engaging start sets the stage for the rest of your letter.

Body Paragraphs: Showcasing Skills and Experience

The body of your IT cover letter is where you elaborate on your qualifications, demonstrating how your skills and experiences directly align with the job description. Typically comprising two to three paragraphs, this section should move beyond merely listing resume bullet points. Instead, tell concise stories or provide specific examples of your accomplishments, quantifying your impact whenever possible. Connect your past successes to the potential value you can bring to the new role and company. Focus on relevant technical skills and also integrate crucial soft skills that are highly valued in IT roles.

- **Technical Proficiency:** Highlight specific programming languages (Python, Java, C++), frameworks (React, Angular, Spring Boot), databases (SQL, NoSQL), cloud platforms (AWS, Azure, GCP), or specialized tools and methodologies (Agile, DevOps, containerization).
- **Problem-Solving Skills:** Describe instances where you identified complex technical challenges and engineered effective, efficient solutions, emphasizing your analytical capabilities.
- **Project Experience:** Detail significant projects you've contributed to, explaining your role, the technologies used, and the positive outcomes achieved, demonstrating your practical application of skills.

- **Team Collaboration:** Discuss your experience working in cross-functional teams, contributing to code reviews, mentoring junior colleagues, or collaborating with non-technical stakeholders, showcasing your interpersonal skills.
- **Impact and Results:** Always strive to quantify your achievements. Instead of saying "improved system performance," state "optimized database queries, leading to a 25% reduction in page load times."

Ensure that each paragraph flows logically, building a strong case for your candidacy by directly addressing the requirements and desires expressed in the job posting. This targeted approach demonstrates your thorough understanding of the role and your ability to contribute effectively.

The Closing Paragraph: Call to Action

The concluding paragraph of your IT cover letter should summarize your interest and reiterate your suitability for the role. Briefly restate your enthusiasm for the position and the company, emphasizing your belief that your skills and experience make you a strong candidate. Critically, this paragraph should include a clear call to action, expressing your desire for an interview to discuss how you can contribute to their team. For example: "I am confident that my background in enterprise software solutions and my passion for developing robust applications make me an ideal candidate for this role. I welcome the opportunity to discuss my qualifications further in an interview and learn more about how I can contribute to [Company Name]'s continued success." This proactive approach demonstrates your eagerness and professionalism.

Professional Sign-off

Conclude your cover letter with a professional closing. Standard formal closings such as "Sincerely," "Regards," or "Best regards" are appropriate. Follow this with your typed full name, leaving sufficient space for your handwritten signature if submitting a physical copy. If sending digitally, your typed name alone is sufficient. This formal closing maintains a professional tone throughout the entire document and reinforces your attention to detail.

Tailoring Your Cover Letter for Specific IT Roles

While the fundamental structure of an IT cover letter remains consistent, the content must be highly tailored to the specific IT role you are targeting. Generic applications rarely succeed in the highly specialized tech industry.

Customization ensures that you highlight the most relevant skills, experiences, and accomplishments that directly address the unique requirements and challenges of each position. This demonstrates not only your technical acumen but also your strategic thinking and dedication to the specific opportunity.

Software Development Roles

When applying for software development positions, your cover letter should emphasize your programming language proficiency, experience with specific development methodologies (Agile, Scrum), and your contributions to the full software development lifecycle. Detail your experience with relevant frameworks, libraries, and tools, and highlight any significant projects, open-source contributions, or personal coding ventures. Focus on problem-solving, clean code principles, testing, and collaboration in a development environment. Mentioning your approach to debugging, refactoring, and optimizing code can also be highly effective.

IT Project Management Roles

For IT project management roles, the cover letter must showcase your leadership, organizational, and communication skills. Emphasize your experience in planning, executing, and closing IT projects, detailing successful project deliveries, budget management, and team coordination. Highlight your familiarity with project management methodologies like Agile, Scrum, PMP, or ITIL. Provide examples of how you have successfully managed risks, resolved conflicts, and delivered projects on time and within scope, demonstrating your ability to lead complex technical initiatives effectively.

Cybersecurity Roles

A cover letter for a cybersecurity analyst or engineer position should underscore your expertise in threat detection, vulnerability assessment, incident response, and compliance. Mention specific security tools, platforms, or frameworks you are proficient with (e.g., SIEM, firewalls, IDS/IPS, NIST, ISO 27001). Highlight any relevant certifications (e.g., CompTIA Security+, CISSP, CEH) and provide examples of how you have protected systems, data, and networks from cyber threats. Emphasize your analytical skills and proactive approach to identifying and mitigating security risks.

Data Science/Analytics Roles

For data science or analytics positions, your cover letter should focus on your statistical analysis, machine learning, data modeling, and data visualization capabilities. Highlight your proficiency in programming languages like Python or R, and your experience with relevant libraries

(e.g., pandas, scikit-learn, TensorFlow, PyTorch). Discuss projects where you extracted insights from complex datasets, built predictive models, or communicated data-driven recommendations to stakeholders. Emphasize your ability to translate raw data into actionable business intelligence.

Common Mistakes to Avoid in Your IT Cover Letter

Even the most qualified IT professionals can undermine their job applications by making avoidable mistakes in their cover letters. Recognizing and rectifying these common errors is crucial for presenting a polished, professional, and impactful document. A single oversight can unfortunately diminish the strength of an otherwise compelling application, causing a recruiter to quickly move on to the next candidate. Attention to detail is paramount, especially in a field where precision is highly valued.

Generic Content

One of the most significant errors is submitting a generic cover letter that could apply to any job or company. Recruiters can easily spot a templated letter that lacks specific references to the role, the company's mission, or its products. Always customize your cover letter for each application, incorporating keywords from the job description and demonstrating genuine interest in that particular opportunity. A tailored `cover letter sample it` should reflect individual thought and research, not a mass-produced appeal.

Grammar and Spelling Errors

Proofreading your cover letter meticulously is non-negotiable. Typos, grammatical mistakes, and spelling errors project an image of carelessness and lack of attention to detail, which are highly undesirable traits in any professional, especially in IT roles where precision and accuracy are critical. Always read your letter multiple times, consider using grammar-checking tools, and ideally, have another person review it before submission.

Overly Technical Jargon

While demonstrating your technical expertise is important, avoid excessive or overly complex jargon that might not be understood by all readers, particularly if the first reviewer is an HR professional without a deep technical background. Strike a balance between showcasing your skills and maintaining clarity. Explain technical achievements in a way that highlights their business impact or relevance, making your contributions accessible to a broader audience. The goal is to impress, not to confuse, by using appropriate technical language where necessary without alienating the reader.

Length and Formatting Issues

A cover letter should ideally be concise, typically limited to one page. Recruiters have limited time, so lengthy letters risk not being read in their entirety. Maintain clear, readable formatting with standard fonts (e.g., Arial, Calibri, Times New Roman), appropriate font sizes (10-12 points), and sufficient white space. Avoid dense paragraphs. Bullet points can be used judiciously to highlight key achievements, enhancing readability. Poor formatting or an excessively long document can make your letter appear unprofessional and deter the reader.

General Cover Letter Sample IT Template

A well-structured template can serve as an excellent foundation for crafting your IT cover letter. This general 'cover letter sample it' provides a framework that you can adapt and customize for various IT roles, ensuring that you include all essential components while maintaining a professional and coherent flow. Remember, this is a starting point, and personalization for each specific job application is key to making a lasting impression.

Here's a general outline, with placeholder text to guide your content creation:

Key Sections of the Template

The following structure offers a comprehensive approach to building a professional IT cover letter:

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL (Optional)]

[Date]

[Hiring Manager Name (if known)]

[Hiring Manager Title]

[Company Name]

[Company Address]

Dear [Mr./Ms./Mx. Last Name or Hiring Manager],

Opening Paragraph:

I am writing to express my enthusiastic interest in the **[Job Title]** position at **[Company Name]**, as advertised on **[Platform where you saw the advertisement]**. With my **[Number]** years of experience in **[Your primary field of IT expertise, e.g., software development, network security, data analysis]**, I am confident that my skills and passion for **[relevant aspect of the company's work or industry]** align perfectly with the requirements of this role and your company's innovative mission.

Body Paragraph 1: Highlighting Core Skills and Experience

Throughout my career at **[Previous Company Name]**, I have honed my expertise in **[mention 2-3 key technical skills, e.g., Python development, cloud architecture, cybersecurity protocols]**. For instance, I successfully **[describe a quantifiable achievement, e.g., led the development of a new microservices architecture, resulting in a 30% improvement in system scalability]**. My strong foundation in **[relevant methodology or area, e.g., Agile methodologies, full-stack development, incident response]** has consistently enabled me to deliver robust and efficient solutions, contributing directly to project success and organizational goals.

Body Paragraph 2: Connecting to Company Needs and Culture

I am particularly drawn to **[Company Name]**'s commitment to **[mention a specific company value, project, or innovation, e.g., pioneering AI solutions, fostering a collaborative work environment, sustainable technology initiatives]**. My experience in **[mention another relevant skill or experience, e.g., optimizing complex algorithms, implementing secure network solutions]**, combined with my proactive approach to continuous learning, makes me eager to contribute to your team. I thrive in dynamic environments where innovation is encouraged and problem-solving is at the forefront, values I see strongly reflected at **[Company Name]**.

Closing Paragraph: Call to Action

I am eager to bring my unique blend of technical expertise and dedication to the **[Job Title]** role at **[Company Name]**. I am confident that my qualifications make me an ideal candidate, and I am keen to discuss how I can contribute to your team's ongoing success. Thank you for your time and consideration. I look forward to the opportunity to speak with you soon.

Sincerely,

[Your Typed Name]

Sample: Junior Software Developer Cover Letter

This `cover letter sample it` for a Junior Software Developer demonstrates how to highlight foundational technical skills, academic projects, and an eagerness to learn and contribute in an entry-level position. It focuses on enthusiasm, practical application of learned skills, and potential for growth within the company, making it a compelling case for a new professional.

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name (if known)]

[Hiring Manager Title]

[Company Name]

[Company Address]

Dear [Mr./Ms./Mx. Last Name or Hiring Manager],

I am writing to express my keen interest in the Junior Software Developer position at **[Company Name]**, which I discovered on **[Platform where you saw the advertisement]**. As a recent computer science graduate with hands-on experience in Java and Python development, coupled with a strong foundation in data structures and algorithms, I am eager to apply my skills and contribute to your innovative team. Your commitment to **[mention a specific company value or project, e.g., developing cutting-edge mobile applications, open-source contributions]** deeply resonates with my professional aspirations.

During my academic career at **[University Name]**, I successfully completed several projects that allowed me to apply theoretical knowledge to practical scenarios. For instance, I developed a full-stack e-commerce application using Spring Boot and React, implementing features such as user authentication, product catalog management, and payment gateway integration. This project not only strengthened my backend and frontend development skills but also taught me the importance of robust testing and version control using Git. I am proficient in working with SQL databases and have a solid understanding of object-oriented programming principles.

I am particularly impressed by **[Company Name]'s** reputation for **[mention specific company achievement or aspect, e.g., its collaborative culture, its impact on the industry, its mentorship programs]**. My experience in agile development environments during internships has prepared me to quickly adapt to new challenges and contribute effectively as part of a dynamic team. I am a highly motivated and detail-oriented individual with a passion for continuous learning and a strong desire to develop high-quality, scalable software solutions.

I am confident that my foundational technical skills, enthusiasm for problem-solving, and dedication to excellence make me an ideal candidate for this entry-level role. I have attached my resume for your review and welcome the opportunity to discuss how my potential can contribute to the success of **[Company Name]**. Thank you for your time and consideration.

Sincerely,

[Your Typed Name]

Sample: IT Project Manager Cover Letter

This `cover letter sample it` for an IT Project Manager emphasizes leadership, strategic planning, and a proven track record of successful project delivery. It highlights experience with project methodologies, team coordination, and stakeholder communication, showcasing the candidate's ability to drive complex IT initiatives from conception to completion.

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name (if known)]

[Hiring Manager Title]

[Company Name]

[Company Address]

Dear [Mr./Ms./Mx. Last Name or Hiring Manager],

I am writing to express my strong interest in the IT Project Manager position at [Company Name], as advertised on [Platform where you saw the advertisement]. With over eight years of experience in leading complex software development and infrastructure projects from inception to successful completion, I am adept at managing cross-functional teams, optimizing workflows, and ensuring timely delivery within budget constraints. My proven ability to drive strategic initiatives aligns perfectly with the demands of this challenging role and your company's innovative project portfolio.

At my previous role with [Previous Company Name], I successfully managed a portfolio of three simultaneous projects, including the migration of our legacy systems to a cloud-based SaaS platform, which resulted in a 20% reduction in operational costs and a 15% increase in system uptime. I am highly proficient in Agile and Scrum methodologies, utilizing tools like Jira and Confluence to foster transparency, collaboration, and continuous improvement among development, QA, and operations teams. My leadership style focuses on empowering team members, mitigating risks proactively, and maintaining clear communication with all stakeholders, from technical teams to executive leadership.

I am particularly drawn to [Company Name]'s reputation for [mention a specific company achievement or value, e.g., its rapid growth, its focus on customer-centric solutions, its collaborative work environment]. My passion for leveraging technology to solve business challenges and my track record of delivering impactful IT solutions make me confident that I can significantly

contribute to your project management success. I am eager to apply my strategic planning, organizational leadership, and problem-solving skills to drive your next generation of IT projects forward.

My resume, attached for your review, provides further detail on my qualifications and achievements. I am enthusiastic about the opportunity to discuss how my experience and leadership can benefit **[Company Name]** and contribute to your strategic objectives. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

[Your Typed Name]

Sample: Cybersecurity Analyst Cover Letter

This `cover letter sample it` for a Cybersecurity Analyst highlights expertise in threat detection, incident response, and security protocol implementation. It emphasizes the candidate's proactive approach to protecting digital assets, knowledge of security frameworks, and relevant certifications, making a strong case for a role focused on safeguarding information.

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name (if known)]

[Hiring Manager Title]

[Company Name]

[Company Address]

Dear [Mr./Ms./Mx. Last Name or Hiring Manager],

I am writing to express my profound interest in the Cybersecurity Analyst position at **[Company Name]**, as advertised on **[Platform where you saw the advertisement]**. With a strong background in network security, threat intelligence, and incident response, combined with a meticulous approach to identifying and mitigating vulnerabilities, I am confident in my ability to enhance your organization's security posture. My dedication to protecting digital assets aligns perfectly with your mission to safeguard critical data and systems.

In my previous role at **[Previous Company Name]**, I was responsible for

monitoring security systems, conducting vulnerability assessments, and responding to various security incidents. I successfully reduced the average incident response time by 15% through the implementation of streamlined protocols and the optimization of SIEM alerts. My experience includes working with firewalls, intrusion detection/prevention systems (IDS/IPS), and endpoint protection platforms. I possess a CompTIA Security+ certification and am highly proficient in analyzing security logs, performing forensic investigations, and developing security awareness training programs for employees.

I am particularly impressed by **[Company Name]'s** proactive stance on **[mention a specific company security initiative or focus, e.g., its advanced threat research, its commitment to data privacy, its robust security architecture]**. My analytical skills, coupled with my comprehensive understanding of common attack vectors and mitigation strategies, make me an ideal candidate to contribute to your security operations. I am passionate about staying abreast of emerging cyber threats and implementing best practices to ensure continuous protection against evolving risks.

My resume, attached for your convenience, provides further detail on my technical proficiencies and accomplishments. I am eager to discuss how my expertise in cybersecurity can benefit **[Company Name]** and contribute to maintaining a resilient and secure computing environment. Thank you for your time and consideration, and I look forward to the opportunity for an interview.

Sincerely,

[Your Typed Name]

Elevating Your IT Job Application

While a meticulously crafted IT cover letter is undoubtedly a cornerstone of a successful job application, it is part of a broader strategy to present yourself as an indispensable candidate. To truly elevate your application beyond the resume and cover letter, consider additional elements that showcase your dedication, skill, and professional presence. This holistic approach ensures that you leave a lasting impression and stand out in a competitive job market.

Professional branding, for instance, plays a significant role. Maintaining an up-to-date and professional LinkedIn profile that mirrors your resume and highlights key projects or recommendations is crucial. A personal portfolio website or a GitHub profile showcasing your code, personal projects, and contributions to open-source initiatives can also provide tangible evidence of your technical abilities. Networking within the IT community, attending industry events, and engaging in online forums not only expands your professional circle but also demonstrates your active participation and passion for the field.

Continuous learning is another vital aspect for IT professionals. Highlighting relevant certifications (e.g., AWS Certified Solutions Architect, PMP, CISSP) or ongoing learning initiatives (online courses, tech

bootcamps) in your cover letter or resume signals your commitment to staying current with rapidly changing technologies. This proactive approach to skill development reinforces your value proposition, assuring employers that you are adaptable, growth-oriented, and ready to tackle future challenges within their organization.

A well-executed IT cover letter, therefore, is not merely a formality but a strategic component of your job application package. It provides the narrative that connects your skills and experiences to the specific needs of the employer, effectively humanizing your resume. By customizing each `cover letter sample it` with careful attention to detail, highlighting relevant achievements, and conveying genuine enthusiasm, you significantly increase your chances of securing an interview. Remember, in the competitive landscape of the technology industry, the ability to clearly articulate your value proposition and stand out from the crowd is paramount. Invest the time to craft a compelling cover letter, and you will undoubtedly enhance your prospects for landing your desired IT role.

Q: How long should an IT cover letter be?

A: An IT cover letter should ideally be one page in length, typically comprising three to four concise paragraphs. Recruiters often review numerous applications, so a brief, focused, and impactful letter is preferred over a lengthy one. Ensure every sentence adds value and directly supports your candidacy for the specific role.

Q: Should I include my salary expectations in an IT cover letter?

A: Generally, it is best to avoid including salary expectations in your initial IT cover letter unless the job description explicitly requests it. Discussing salary expectations prematurely can sometimes limit your negotiating power. It's usually more appropriate to address this topic later in the interview process or during discussions with an HR representative.

Q: Is a cover letter still necessary in the IT industry?

A: Yes, a cover letter is still highly necessary and beneficial in the IT industry, especially for competitive roles. While some companies might not explicitly require it, submitting a tailored cover letter demonstrates your professionalism, attention to detail, and genuine interest in the specific position and company. It provides an opportunity to showcase soft skills and elaborate on experiences that a resume alone cannot convey.

Q: What if I don't know the hiring manager's name?

A: If you cannot find the specific hiring manager's name after diligent research (checking LinkedIn, company website, or making a polite call to HR), you can use a professional and general salutation. Acceptable alternatives include "Dear Hiring Manager," "Dear [Department Name] Team," or "Dear [Company Name] Recruiting Team." Avoid using "To Whom It May Concern" as it is outdated and too impersonal.

Q: How can I make my cover letter stand out for an entry-level IT position?

A: For an entry-level IT position, make your cover letter stand out by focusing on your enthusiasm, academic projects, relevant coursework, certifications, and any internships or volunteer experiences. Highlight your eagerness to learn, problem-solving skills, and how your foundational knowledge aligns with the company's needs. Quantify achievements from projects where possible, even if they are academic. Emphasize your potential and commitment to growth in the tech field.

Q: What are the most important skills to highlight in an IT cover letter?

A: The most important skills to highlight are a blend of technical and soft skills. Technical skills should be tailored to the job description (e.g., specific programming languages, cloud platforms, cybersecurity tools). Essential soft skills include problem-solving, critical thinking, communication, teamwork, adaptability, and a proactive attitude towards learning. Always provide specific examples of how you've applied these skills.

Q: Should I use a different cover letter for every job application?

A: Yes, it is highly recommended to customize your cover letter for every job application. A generic cover letter rarely makes a positive impression. Tailoring your letter allows you to directly address the specific requirements of the role, integrate keywords from the job description, and demonstrate genuine interest in the company, significantly increasing your chances of success.

Q: Can I use a general cover letter sample IT for

multiple roles?

A: While a general `cover letter sample it` can provide a useful structural template, it should never be used verbatim for multiple roles. Each application requires significant customization. You can use the template as a guide for formatting and section placement, but the content – including specific skills, achievements, and company references – must be adapted to each unique job posting and company to be effective.

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