

# Cover Letter Structure

## 1. Contact Details

## 2. Intro

- Personal information
- What you're applying for
- Where you're applying to
- Why you're applying

## 3. Body

- Story behind your achievements
- Be as factual as possible
- Show off your achievements using metrics (when possible)

## 4. Conclusion

- Mention future plans
- Thank the reader and conclude

Nicole Smith  
Project Manager

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911 444 1111  
Dallas, TX  
linkedin.com/in/nicole-smith

To:  
Doris Johnson  
Human Resource Manager  
Optimal Workplace Inc  
321 Employment Avenue  
San Jose, CA

Dear Ms. Johnson,

As a highly skilled project manager with 11 years of experience, I am writing to express my interest in the project manager position at your company. My experience aligns well, as I have worked in project management for several years with a prominent retailer, and I know I would make a valuable addition to your team.

After working for over a decade in project management, I have advanced knowledge in developing scopes, leading projects through, submitting deliverables on time, and ensuring a seamless experience for all parties involved. Moreover, when my previous position afforded me a well-rounded skill set, including excellent relationship building and time management skills, I excel at:

- Outlining project scopes, managing timelines, and deadlines.
- Tracking and reporting on overall progress.
- Managing daily operations and implementation of new programs.
- Forecasting project revenue and ensuring all goals are met.

In addition to my experience and relationship building experience, I have a solid educational foundation and a passion for nurturing projects that build loyalty and in turn, give revenue for your organization. I would much appreciate the opportunity to contribute to your ongoing growth and continued success.

Please review my attached application for additional details regarding my expertise and accomplishments. Do not hesitate to reach out if you have any questions or need further clarification on my experience. I would love to meet with you and discuss this position in detail.

Thank you for your consideration.

Sincerely,  
Nicole Smith

# Gaming Laptop Cover Letter Guide

**AW Rasmussen**



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