

Header —→

Your name

Phone Number

Email Address

Website

Greeting —→

Dear [HIRING MANAGER NAME],

Opening paragraph —→

As a [YOUR CURRENT ROLE] with experience [TOP THREE MAJOR COMPONENTS OF YOUR JOB], I was excited to see your open post [POSITION] at [COMPANY]. My [TOP THREE QUALITIES THAT MAKE GOOD AT YOUR JOB] have served me well in this and previous role make me uniquely qualified for this particular position.

Body —→

Your job listing mentions a need for a candidate with specific experience in [SOMETHING THEY'RE LOOKING FOR]. I have worked in [THAT THING] on many occasions in my current and previous roles as a manager. One of my strongest skills is [A SKILL THAT RELATES TO WHAT YOU'RE LOOKING FOR]. Past projects have also utilized my skills in [AN ADDITIONAL RESPONSIBILITY OR TWO YOU HAVEN'T MENTIONED] which would be valuable in this role.

Conclusion —→

I am excited to bring my experience in [TOP TWO SKILLS YOU WANT THEM TO REMEMBER ABOUT YOU] to your team. I look forward to discussing the role in detail and finding the ways I can contribute to achieving your goals. Thank you for considering my application.

Sincerely,

[YOUR NAME]

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Cover Letter How To:

Cover Letter Natalee Pena,2016-01-07 Write the Best Cover Letter Guaranteed When you need to get your Cover letter ready for a job application it can often feel like a HUGE task It can be daunting because you know your chances of getting an interview depend on how well your cover letters are received by potential employers By reading this book you ll discover the easiest way for creating well thought out structured and personalized cover letters that highlights your strong points and really sells you to your intended potential employer If you want to stop wasting your time constantly applying for jobs and not getting call backs then this book is for you Whether you are starting from scratch or just want to polish up your current cover letter the easy strategies in this book will explain exactly how you can create a winning cover letter DO NOT Make the Most COMMON MISTAKES of 95% of Job Applicants Create A Incredibly Strong Cover Letter by Getting Your Copy NOW

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daunting process However people often forget or disregard the importance of a good cover letter even though it is generally the second thing a recruiter will read Not to worry this guide will show you what employers are looking for so you can write the perfect cover letter In 50 minutes you will be able to Avoid common pitfalls when writing cover letters Identify the most effective ways to capture the employer s attention Understand the differences between an emailed cover letter and one sent by post ABOUT 50MINUTES COM COACHING The Coaching series from the 50Minutes collection is aimed at all those who at any stage in their careers are looking to acquire personal or professional skills adapt to new situations or simply re evaluate their work life balance The concise and effective style of our guides enables you to gain an in depth understanding of a broad range of concepts combining theory constructive examples and practical exercises to enhance your learning

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[Vault Guide to Resumes, Cover Letters & Interviews](#) Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source

How To Write Amazing Cover Letters The Hyperink Team, 2012-02-12

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EXCERPT FROM THE BOOK You've probably figured out a few mistakes to avoid already but you'd probably be surprised at what many employers are turned off by when reading cover letters Lack of proofreading This is a no brainer but many people often miss them or don't bother to spell check before sending out the cover letter and resume It's always a good idea to ask a friend or family member to check your letter for spelling errors and typos to give you a fresh perspective Not including the name of the hiring manager If you don't know who is going to read your cover letter and resume try to find out When in doubt call the company and ask who the person in charge of that department is so you can target your letter appropriately Not writing to an audience Focus each letter on each employer

According to Career Builder 44 percent of executives polled said it's common for applicants to use their cover letters to show they've learned more about the job Doing so can give you an edge against the competition Failing to sell yourself If you undersell your skills and qualifications you won't make an impression on the reader Don't just talk about your accomplishments give concrete examples

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was certain that NOTHING could be wrong with his resume He tightened his belt adjusted his large black tie and doubled down with more efforts Now he even started applying for jobs that were beneath his qualifications Still nothing Several weeks went by without a single call from any of the job applications he d applied for Not even from the ones he was overqualified for Frustration began to eat away at him He started losing faith in the resume he d crafted with so many tips and tricks Perhaps something was wrong with it after all Acknowledging the possibility of a problem he went in search of a solution And that was when he found the resources contained in this book He realized that there were more profound guidelines and strategies for crafting an excellent resume that gets results And in no time he knew exactly what he was doing wrong He followed the guidelines and changed things for the better to create a resume that looks crisp and professional And the result In just one week of s ending out the new and improved resume he got three calls to attend interviews Full disclosure Mike is no longer in the job market You can get the same results that Mike got All you have to do is to learn and implement the practical guidelines that will help you write a resume that actually results in an interview MASTER THE ART OF RESUME AND COVER LETTER WRITING gives you exactly that with zero fluff information Whether you are a new college grad or a seasoned professional you get exactly what you need to write the perfect resume The book provides you with concise resume and cover letter writing guidelines grounded in recruiters insights Writing an impactful resume can make the difference between landing an average job and an ideal one MASTER THE ART OF RESUME AND COVER LETTER WRITING will equip you with the knowledge and skills you need to achieve the former In this book you get Clear cut directions for writing a winning cover letter How to write a GREAT resume from scratch without resorting to overused templates Clear and simple guidelines that will guarantee an improved resume A handy reference to quickly answer questions when writing a resume Effective strategies for formatting your resume Guaranteed principles for passing the Applicant Tracking System ATS And so much more Learn the perfect way to STAND OUT and GET NOTICED by those offering the job you want Scroll up and click BUY NOW to get started on an inordinately rewarding journey

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how to write letters for special situations there s a section entitled Sixteen Commonly Asked Questions About Cover Letters and Job Hunting

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