

Cover Letter Template Format

| | |
|---------------------------------|---|
| Sender's Information | [Your Name] [Your Address] [Your City, State, Zip Code] [Your Phone Number] [Your Email Address] |
| Date written | [Date] |
| Receiver's Information | [Hiring Manager's Name] [Company Name] [Company Address] [Company City, State, ZIP Code] |
| Salutation | Dear Hiring Manager (or [hiring manager's name]), |
| Opening paragraph | My name is [your name]. I'm excited to be applying for the [job title] position at [Company Name]. [Short overview of your expertise, skills, and most outstanding accomplishments in the field]. [Your interest in this role and briefly explain how it matches your career goals]. |
| Experiences & skills | <p>During [number of years] years of experience, I have [major job responsibilities]. My greatest accomplishments are [relevant past achievements]. These experiences have allowed me to gain [skills relevant to the position] which I believe will allow me to [how you want to contribute and help the company grow].</p> <p>In addition to my experience, I have a solid educational background with a [educational degree] in [major of study]. I'm also a/an [personal trait] individual who is [soft skill #1, soft skill #2, soft skill #3...].</p> |
| Call-to-action | I am confident that the professional experience and skills I've obtained in previous positions have prepared me for this opportunity. I would love to meet you and discuss further on how I might be an asset to the [name of team, department or company]. |
| Closing paragraph | I have attached my resume for your reference. Thank you for your consideration and for taking the time to review my application. I look forward to hearing from you so we could discuss my contributions further in an interview at your convenience. |
| Sign-off & signature | Sincerely, [Signature] |

Cover Letter Top

Wendy S. Enelow, Ronald L. Krannich

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Baby Boomer and are now seeking a career that you hope will be more satisfying than what you have done so far in life There has been a significant life event that is propelling you to make a career change It could be something like a near death experience divorce turning 40 or 50 or physically unable to do the job that you have done in the past You feel as though by changing jobs you will increase your earning power You would like to pursue a dream or complete a mission Maybe you were fired or laid off and need to make a career change You have retired and now are seeking a rewarding career that you would enjoy more You have climbed the corporate ladder and your priorities have changed Often we allow corporations or organizations to manage our careers In my private career coaching practice I have helped literally thousands of individuals who have allowed corporations to totally control their lives and when they have been job eliminated or the company is acquired by another public traded corporation they find themselves searching for a new direction with their career I feel privileged like other ca

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changing careers or doesn't need a cover letter targeting a specific field or functional area There's a section showing examples of all purpose cover letters career change cover letters cover letters for entrepreneurs and cover letters for those seeking their first job For those seeking advice on how to respond to ads how to handle questions about salary requirements how to request consideration for multiple job openings in the organization and how to write letters for special situations there's a section entitled Sixteen Commonly Asked Questions About Cover Letters and Job Hunting

Gallery of Best Cover Letters David Franklin Noble, 2014-05-14 Writing a cover letter is more than a necessary step in the job search process It is a chance to make a stellar first impression on hiring managers and stand out from dozens of other candidates vying for the same job With this book readers will discover how to craft a superior cover letter that ensures they will get noticed and gain momentum in their search for employment Gallery of Best Cover Letters is packed with expert tips for writing and designing cover letters plus a diverse collection of more than 300 sample cover letters written by professional resume writers It also includes more than 20 corresponding resumes These examples span numerous fields from healthcare and education to law enforcement and sales A helpful index of sample letters and resumes sorted by occupation will help readers quickly find examples that speak directly to their career aspirations

Executive Job-changing Workbook John Lucht, 1994 The bestselling author of *Rites of Passage at 100,000* knows from experience how the most successful executives sell themselves into a new position This unique workbook puts their sophisticated techniques into the hands of every job hunter

Killer Investment Banking Resumes! WetFeet (Firm), 2008

Vault Guide to Resumes, Cover Letters & Interviews, 2001 Professional career guide from the Vault Career Library uniquely combining all three areas of job searching and interviewing

The Perfect Cover Letter Richard H. Beatty, 2003-12-18 Write the perfect cover letter every time With fewer job opportunities and more applicants just being qualified isn't enough to get the job you want So how can you separate yourself from the pack With the perfect cover letter of course With so much riding on it a cover letter that attracts and holds the attention of your prospective employer is essential This practical how to manual shows you step by step how to create highly effective letters designed to get the interview you want *The Perfect Cover Letter Third Edition* is an indispensable guide that covers all the vital elements of a great cover letter so you know what to include and know how to phrase it Inside you'll find The nuts and bolts of every type of cover letter what they should include how employers use them and how to write them Great sample cover letters including general broadcast executive search networking advertisement response and personal introduction Tips on what makes a letter effective and what doesn't Helpful guidelines on following up writing the post interview thank you letter With greatly expanded information on thank you letters and an entirely new chapter on the all important networking cover letter this update of the popular classic continues to offer top notch advice and high quality samples that will help any job hunter get the attention they deserve

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