



TheAdminSpecialists

## Our Top Tips For Writing A Great Cover Letter

**FULL NAME HERE**

FULL CURRENT ADDRESS HERE  
EMAIL ADDRESS

[Date]

[Name]  
[Company]  
[Address]  
[City, ST ZIP]

Dear [Name],

I am excited to submit my application for [Position] with your company. As an individual with experience and significant contributions in the retail industries, I am well positioned to make [Company] grow.

The following examples from my CV represent the value I can deliver in this new role:

- Highly successful [Position] and [Position] with over [Duration] years' experience in [Industry], exceeding [Targets] and role modelling expectations of others.
- Focused on [List areas of focus].
- Exceptional communication with [List Stakeholders interactions].

During my career, I have applied my proven expertise and ongoing professional development to meeting and exceeding all objectives put before me. Further examples of my skills and achievements are outlined in the attached document. As you will see, I am dedicated to partnering with a team with the same passion for growth and success within the [field/industry].

I would very much like the opportunity to discuss, in person, how I can meet the demands of this role to advance the overall mission of your company. Thank you for reviewing this letter and the accompanying material.

Sincerely yours,

FULL NAME HERE

Attachment: Resume



# Cover Letter Update Setup

**Kathleen Armour**



**Cover Letter Update Setup:**

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alister mackenzie 30 august 1870 6 january 1934 was a golf course architect whose course designs span four continents originally trained as a surgeon mackenzie served as a civilian physician with the british army during the boer war where he first became aware of the principles of camouflage during the first world war mackenzie made his own significant contributions to military camouflage which he saw as closely related to golf course design

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