

# OLIVIA DAVIES

Retail Sales Associate

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[Today's Date]

Contact Person's Name  
47 High Street  
Edinburgh  
EH1 2AA  
(0131) 123 4567  
contact.person@gmail.com

Dear [Mr/Ms/Mx] [Contact Person's Name],

The first paragraph should be a self-introduction. Write who you are, where your expertise lies, where you found the job advert, and why you're applying for the job.

The second paragraph should respond directly to the job advert. Describe how your previous work experience, skills, and qualifications relate to the company's needs. To make that easier, include words and phrases from the job advert in your cover letter.

- You can include a bulleted list of your accomplishments
- Make sure you add numbers to (quantify) these bullet points
- A cover letter with numbers is 100% better than one without because numbers stand out

To go the extra mile, research the company and find out their activities and goals given the current state of their industry. Explain how you can fit into that plan and help the company achieve its objectives.

The final paragraph is the 'call to action' part of your cover letter. Tell the employer that you'd love to have an interview. Repeat your email address and phone number. Then, thank them for taking the time to read your cover letter.

Yours sincerely,

**OLIVIA DAVIES**

# Cover Letter Near Me Download

**Theatre Communications Group,  
Incorporated**



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Guide for the High Tech Professional If you re willing to look upon finding a job as a job unto itself you re going to reap exceptional rewards from this book It does not contain shortcuts tricks or anything unethical But it does feature ultra solid advice along with the rich details of landing the job of a lifetime Career Guide for the High Tech Professional is filled with job finding wisdom and the actual things you must say in your cover letter on your resume and during your interviews Nothing is left to chance Every detail is covered

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**Stepping Thru Ms Office Int03tx** Fulton,Neilsen,2004-04

**The Internship Bible** Mark Oldman,Princeton Review (Firm),2003 The Biggest Most Up to Date Source of Internship Information Available Anywhere No other book offers you so many chances to launch a distinguished career with a successful internship Whether you want to help IBM researchers develop new technology conduct tours at the Metropolitan Museum of Art or accompany a writer from Rolling Stone on assignment you ll find everything you need to know to do it Researched and Written by The Internship Informants TM Mark Oldman and Samer Hamadeh have turned investigating internships into a full time job They ve surveyed and interviewed hundreds of interns internship coordinators and career placement counselors to locate prime opportunities across the country They are the only nationally recognized experts on internships and the founders of Vault Inc a leading authority and resource for career information All the Information You Need This annually updated guide gives you the most current information on more than 100 000 internships You can conduct a complete internship search by using the comprehensive information in these pages You ll find opportunities with the nation s most prominent companies Included throughout the book are special sections that give you professional advice on letter writing and interviewing as well as exclusive interviews with famous former interns like Jodie Foster and George Stephanopoulos

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