

# Cover Letter Template Format

<b>Sender's Information</b>	[Your Name] [Your Address] [Your City, State, Zip Code] [Your Phone Number] [Your Email Address]
<b>Date written</b>	[Date]
<b>Receiver's Information</b>	[Hiring Manager's Name] [Company Name] [Company Address] [Company City, State, ZIP Code]
<b>Salutation</b>	Dear Hiring Manager (or [hiring manager's name]),
<b>Opening paragraph</b>	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].
<b>Experiences &amp; skills</b>	<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>
<b>Call-to-action</b>	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].
<b>Closing paragraph</b>	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.
<b>Sign-off &amp; signature</b>	Sincerely, [Signature]

# Cover Letter Top

**Judd E. Hollander**



## Cover Letter Top:

**101 Best Cover Letters** Michael Betrus, Jay A. Block, 1999-04-22 Beat out the competition for the best jobs Create an image of accomplishment professionalism and competence that today s employers are begging for Job seekers have paid hundreds of dollars for the expertise in these dynamic guides and regarded every cent as well spent With these job landing tools on your desktop you ll have the same savvy working for you for far far less with the same great results 101 Best Resumes packs tried and proven advice you ll use to Create a resume that gets you in the door Target your resume for a specific positions over 70 different categories are covered Experiment with traditional and new formats More 101 Best Cover Letters shows you how to put together compelling letters to accompany your resume Learn how to Ignite interest with the first two sentences Turn references into endorsements Send your cover letter online Pick up smart interviewing tips negotiate a higher salary use the Internet in your job search work with recruiters and much much more [Best Resumes and Letters for Ex-Offenders](#) Wendy S. Enelow, Ronald L. Krannich, 2020-10-15 Finding a good job is the best way to quickly transform one s life That s especially true for ex offenders with red flags in their backgrounds Knowing employers are reluctant to hire them many ex cons face rejections and lose hope Indeed lacking job search smarts from properly writing resumes networking for job leads and acing job interviews many go from one dead end job to another and then back to prison For many their odorous rap sheet becomes their resume The good news most ex offenders ARE employable Indeed each year thousands of ex cons find rewarding jobs that change their lives They discover many employers are willing to give them a second chance But these job seekers must first communicate their qualifications to prospective employers through powerful resumes and letters the most important step for getting a job interview Best Resumes and Letters for Ex Offenders is the first book to address the unique job search challenges facing ex offenders as they prepare to communicate their qualifications to employers Written by two of America s leading career experts this book is jam packed with the latest information tips strategies and examples of what you must do in order to get the critical job interview It includes 25 things you must know about resumes 35 writing mistakes you should avoid 19 frequently asked questions and expert advice Step by step resume writing instructions 40 examples of 2 types of winning resumes 8 types of job search letters 42 examples of effective letters you should write Resume and letter evaluation forms Resume writing worksheets 400 action verbs and personality descriptors Re entry resources and digital skills for ex offenders Follow the principles tips and examples outlined in this book and you too will join the growing ranks of ex offenders who have transitioned from rap sheet to resume They began changing their broken lives by finding a good job You ll quickly discover that a well crafted resume and letter can open the doors of employers Best of all you ll get interviewed and hired because you organized an effective job search according to the many principles outlined in this special book 5 star unsolicited reviews of first edition on Amazon com Excellent book Highly recommended Worth every penny A must for ex offenders Great tips for including prison experience without lying **Best**

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manager without resorting to gimmicks And worst of all how do you even get started Many years ago I was in the exact same position as you find yourself in I struggled I procrastinated and I failed But I soon learned the secrets to creating awesome cover letters that don't just look good they actually work and in this book I will share them with you so you can win that job and create the life of your dreams This approach is quick effective and will save hours or even weeks of your life Here's what you can expect to find within Why Your Cover Letter Matters What Are Employers Really Looking For How To Target The Company's Needs How To Structure Your Covering Letter Building An Introduction That Works How To Sell Your Skills and Background How To Tell The Right Stories So You Get Noticed The Importance of Editing And much more including our top rated cover letter worksheet that will help you discover the key information you should include in order to get noticed Are you ready to change your life Press Buy now with 1 Click to receive this life changing information for just 9 99 Order Your Copy Today

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Are you looking for a career change Have you been a victim of downsizing It has been said that the only true success in life is to have lived life in your own way What would life be like if you lived your life in your own way When was the last time that you thought about it Did you have a dream like most of us as you were growing up to be or to do something and life got in the way Wouldnt it be wonderful if you could get up tomorrow and go to work in a position where you would feel as though you are contributing something to the organization Or being employed where you are appreciated for what you do Or better yet work in a position that you know you are making a difference Life is too short to spend time in a career that is not fulfilling Too many people ask themselves what kind of job or career would be best for them Why is it that we focus on the what rather than the how Well it is possible but you must make it happen You cant wait for employers to come to you You have to take charge of the direction of your career direction yourself What is your rationale for reading this book Could it be one of the following You are searching for a more satisfying career You have been downsized from a job You are starting your first job search Feelings like your opportunities for growth are limited where you are presently There is a basic conflict of values on the job You are a 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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