

YOUR NAME

 your.name@gmail.com
 (XXX) XXX-XXXX

 142 Your Address Blvd
City Name, CA XXXXX

Oct 30, 2018

Hiring Manager's Name
341 Company Address
Palo Alto, California 94301
(xxx) xxx-xxxx
hiring.manager@gmail.com

Dear [Hiring Manager's Name],

The first paragraph should contain a self-introduction. You should write who you are, where your expertise lies, where you found the job posting, and why you want to apply for the job.

The second paragraph should respond directly to the job description written by the hiring manager. Describe how your previous job experiences, skills, and abilities will allow you to meet the company's needs. To make that easier, you can (and should) literally include words and phrases from the job description in your cover letter.

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

To go the extra mile, do some research about the company, and try to find out what they are doing — and why — given the current state of their industry. Explain how you can fit into that schema, and help push the company forward and achieve any goals you suspect they may have.

The final paragraph is called the "call to action" portion of your cover letter. Inform them that you'd love to get interviewed. Give them your contact information. Tell them that you'll be in contact with them in a week if you don't hear back. Thank them for spending the time to read your cover letter.

Sincerely,

Your Name

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Glossbrenner's Master Guide to GENie Alfred Glossbrenner,1991 Drawing on his technical expertise and time tested teaching methods Glossbrenner makes it easy for everyone to install GENie and enjoy its many information and entertainment services The complete start up kit also includes Aladdin the GENie terminal emulation software that can save users the cost of the book in just 10 hours of typical on line time **World Pass Advanced: Teacher's Edition** Susan Stempleski,2005-10 To help students expand their fluency World Pass focuses on dynamic vocabulary building essential grammar and stimulating listening speaking reading and writing activities that emphasize the language they need for real world communication

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