

SIMPLE COVER LETTER

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[Today's Date]

[Hiring Manager's Name]

[341 Company Address]

[Company City, State XXXXX]

[(xxx) XXX-XXXX]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name].

This letter is in regard to my interest in applying for the entry-level paralegal position at [Company Name]. With my skills and qualifications, I am more than capable of providing paralegal support services to protect your company's innovations and intellectual property.

While pursuing an Associate Degree in Paralegal Studies from Southern Community College, I have developed knowledge of intellectual property law. As a member of the Junior Paralegal Club, I was able to stay up to date on all current affairs in relation to corporate law. With an internship at a mid-size law firm I was able to apply this knowledge and gain hands-on experience in the field.

During my internship with The Winchester Firm, I was responsible for:

- The preparation of documents for criminal and civil trials by scheduling and conducting interviews with clients, witnesses, and other lawyers
- Creating and maintaining a paper and electronic litigation database
- In-depth research and analysis of cases on corporate governance and litigation

Together, I believe my educational background and internship experience make me a suitable candidate for the paralegal position at your firm. I have attached my resume highlighting my academic and professional skills, and I look forward to hearing from you in due course. I appreciate your time and consideration.

Sincerely,

[Your Name]

Cover Letter How To

Karin Nielsen-Saines

Cover Letter How To:

Cover Letters In A Week Pat Scudamore,Hilton Catt,2013-03-29 Sunday Understand the importance of first impressions and the common mistakes people make Monday Ensure your application is taken seriously with a cover letter that is concise complements your CV and is targeted to the job you have applied for Tuesday Discover how to style and structure your cover letter with advice on forms of address etiquette fonts margins and the importance of white space Wednesday Design your cover letter to engage your audience and overcome the competition for advertised jobs Thursday Design a speculative cover letter to approach the invisible job market Friday Learn how to address cover letters to agencies and recruitment consultants Saturday Learn from your applications whether successful or not and develop your writing style for the future

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Stand Out Cover Letters Mark Baker,2016-07-20 BOOK DESCRIPTION WANT TO KNOW HOW TO GET A JOB IN THE OVERCROWDED JOB MARKET Don t be like everybody else and do what everybody else is doing Learn how to write cover letters that stand out Once you know how you ll be able to write cover letters for jobs you really want that showcase you as a standout candidate to get you the job interview This book will show you how The approach to cover letter writing in this book is different to others It focuses first on helping you ensure you have a stand out mindset which the author believes you need to have first then it teaches you how to write a stand out cover letter Whether you re just out of college changing industries mid life or climbing up the corporate ladder you want to get the best job possible but how do you stand out when just about every job attracts hundreds or more applications Then there s the infamous ATS Automatic Tracking Software These days cover letters and resumes are frequently subject to ATS requirements But how do you write a letter that satisfies both human and bot eyes and at the same time stands out from the rest No matter how disillusioned or frustrated you may have felt about writing cover letters for jobs in the past now there s a new and better way Follow this simple cutting edge cover letter writing method and get the job you want In this book you will learn How to ensure you have a stand out mindset before you write your letterA free downloadable workbook to make your preparation fun and easy The exact step by step proven method others are using to create cover letters again and again Various cover letter examples How to access the 80% of jobs never advertised known as the hidden job marketSimple tips and strategies including how to make your letter stand out AND be ATS compliant Critical mistakes to avoid How it s possible to create a stand out cover letter without writing a single word What s stopping you from standing out and being hired for the job of your dreams Only knowing what to do differently to other job seekers and now this book will show you how Once you know the formula your job hunting days will soon be over ACT NOW Click the orange BUY NOW button at the top of this page

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[How to Write an Impressive CV and Cover Letter](#) Tracey Whitmore,2017-12-21 Your CV cover letter and LinkedIn profile are your first communication with a prospective employer As the job market is more competitive than ever grabbing an employer's attention and making the right first impression has never been more important If you compromise on the quality of your CV cover letter and LinkedIn profile you reduce your chances of winning an interview This book which will appeal to anyone from entry level to board level is a step by step guide on how to approach job hunting and achieve a killer competitive advantage by producing an impressive CV cover letter and LinkedIn profile Invaluable views and advice from senior HR and industry professionals who are often the first point of entry are provided throughout the book How to Write an Impressive CV and Cover Letter will support jobseekers through the entire job hunting process It offers access to practical real life examples of CVs and cover letters that have secured interviews and helped individuals win their dream job Readers will gain access to these documents together with valuable templates as part of the book [**Dynamic Cover Letters**](#) Katharine Hansen,Randall S. Hansen,2001 This popular guide contains everything you need to create a stunningly effective cover letter The first edition of DYNAMIC COVER LETTERS helped over 100 000 job hunters dress up their resumes and job applications with the kind of spirited informative letters that employers respond to And respond they did with interviews job offers and high praise Now this updated expanded edition takes on the most vital issues in the professional world today such as job hunting on the Internet as well as the rock solid basics that readers have come to depend on

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With Their Cover Letter What to do if they don't respond that keeps you in the game 20 SAMPLE LETTERS **Dynamic Cover Letters** Katharine Hansen,Katherine Hansen,1995 This popular guide contains everything you need to create a stunningly effective cover letter The first edition of Dynamic Cover Letters helped over 100 000 job hunters dress up their resumes and job applications with the kind of spirited informative letters that employers respond to And respond they did with interviews job offers and high praise Now this updated expanded edition takes on the most vital issues in the professional world today such as job hunting on the Internet as well as the rock solid basics that readers have come to depend on **Step-by-Step Cover Letters** Evelyn U. Salvador,2010 Finally a companion to the groundbreaking Step by Step Resumes workbook Step by Step Cover Letters uses a foolproof system of paragraph starters and an overall framework to help readers easily build outstanding cover letters that will get interviews and job offers

Writing Resumes and Cover Letters For Dummies - Australia / NZ Amanda McCarthy,Kate Southam,2014-04-30 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today's tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With unemployment and redundancies rising it's simply not a good time to be looking So how do make yourself stand out Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition shows you how to catch a recruiter's attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get the attention you deserve Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed and get your dream job

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complements your resume but significantly boosts your job application. In the competitive job market, standing out to potential employers is more crucial than ever. While your resume provides a snapshot of your professional background, a well-written cover letter offers you the chance to speak directly to your future employer, showcasing your personality and enthusiasm for the role. A cover letter is not just a formality; it's an opportunity. It allows you to explain in your own words why you're the perfect fit for the job, highlight your most relevant skills and experiences, and demonstrate your knowledge of the company and its values. This guide is designed to walk you through the process of creating a compelling cover letter that resonates with hiring managers and makes them eager to meet you. Whether you're a seasoned professional or entering the job market for the first time, mastering the art of the cover letter is a powerful tool in your job search arsenal. Let's dive in and discover how you can make your application shine.

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