

# BRIDGET WILLIAMS

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Teresa Johns  
10 Longmoor Lane  
Fazakerley, Liverpool  
L9 7LA  
07515 292 299  
[teresa.johns@gmail.com](mailto:teresa.johns@gmail.com)

Dear Ms Johns,

As an NHS Registered Nurse with 10 years of experience, I know I'll be an excellent fit for your hospice.

I've provided extensive palliative care throughout my career, including managing pain symptoms and addressing patients' emotional needs. In my previous role, I was able to reduce patient readmission rates by 15% through proactive care planning and follow-up.

I'm also experienced in dealing with emergency medical situations, having successfully managed over 50 critical cases in the past year alone. In addition, I have provided emotional support to patients' friends and family, resulting in an overall increase of 30% in positive feedback from families going through these hard times. All of these traits make me perfect for the position.

I'm looking forward to hearing from you. You can contact me on 07123 456 789 to schedule an interview.

Yours sincerely,  
Bridget Williams

# Cover Letter Best

**M Mosston**

## **Cover Letter Best:**

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**Stand Out Cover Letters** Mark Baker,2016-07-20

**BOOK DESCRIPTION**  
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**Cover Letter** Joshua

Carter,2015-08-24 Learn The Easiest And Most Effective Way to Write A Cover Letter Ever spotted the dream job that will transform your life for the better but feel that sinking feeling in the pit of your stomach when you realise that you need to include a cover letter Sick of working tirelessly to find that perfect project only to be met with rejection letter after rejection letter Maybe you re returning to the workforce and are looking to streamline your efforts perfect your cover letter and discover that special sauce that will provide you with a competitive edge Cover letters are an essential part of the majority of

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**Ultimate Cover Letters** Martin John Yate, 2018-08-03 Does your cover letter have the X factor? How can you make sure that it communicates what employers really want? *Ultimate Cover Letters* from best selling author and careers expert Martin John Yate describes how to write the very best cover letters helping you to open doors to job interviews and offers of employment and outshine all other candidates. From the very popular *Ultimate* series the book offers sound advice on assembling letters and how to use key power phrases to get results as well as over 100 sample letters to cover a variety of situations. These include e-mail responses to online applications, speculative letters, letters to answer advertised vacancies, follow up letters, networking letters and even acceptance and resignation letters. Now including a chapter on how to develop your professional image and integrate it into your job search letter. *Ultimate Cover Letters* 5th edition covers all aspects of this crucial part of the job hunting process in an engaging and approachable way ensuring you put every chance of success by your side. *Ultimate Cover Letters* will help you make the perfect first impression. About the *Ultimate* series: The *Ultimate* series contains practical advice on essential job search skills to give you the best chance of getting the job you want. Taking you all the way from starting your job search to completing an interview, it includes guidance on CV or résumé and cover letter writing, practice questions for passing aptitude, psychometric and other employment tests and reliable advice for interviewing.

**How To Write Amazing Cover Letters** The Hyperink Team, 2012-02-12

**ABOUT THE BOOK** If a resume is a window into your past work experience, a cover letter is the tool you use to install it. Cover letters were once just an after thought, something most people used to simply regurgitate their resumes. In fact, it wasn't until the last decade that cover letters gained wide acceptance and importance. Today, not only is the cover letter just as important as a resume, it can be the deciding factor in whether a hiring manager looks at your resume or throws it in the trash. But how

do you write the kind of amazing cover letter that will get you in the door How can you create a narrative of your professional experience that makes the HR person sit up and take notice The key is knowing how to present yourself It does not matter if you ve spent 30 years in the work force or are just entering it the fact remains that you need to learn to how convince someone else to interview you **MEET THE AUTHOR** The Hyperink Team works hard to bring you high quality engaging fun content If ever you have any questions about our products or suggestions for how we can make them better please don t hesitate to contact us Happy reading **EXCERPT FROM THE BOOK** You ve probably figured out a few mistakes to avoid already but you d probably be surprised at what many employers are turned off by when reading cover letters Lack of proofreading This is a no brainer but many people often miss them or don t bother to spell check before sending out the cover letter and resume It s always a good idea to ask a friend or family member to check your letter for spelling errors and typos to give you a fresh perspective Not including the name of the hiring manager If you don t know who is going to read your cover letter and resume try to find out When in doubt call the company and ask who the person in charge of that department is so you can target your letter appropriately Not writing to an audience Focus each letter on each employer According to Career Builder 44 percent of executives polled said it s common for applicants to use their cover letters to show they ve learned more about the job Doing so can give you an edge against the competition Failing to sell yourself If you undersell your skills and qualifications you won t make an impression on the reader Don t just talk about your accomplishments give concrete examples Regurgitating the resume Cover letters weren t meant as a tool to repeat everything that s in your resume It s a tool to build on it and an opportunity to correlate your experience with the job you re applying for Include any training classes awards and recognition you ve received in the past that might give you an edge over the competition Buy a copy to keep reading **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 **Gallery of Best Cover Letters** David Franklin Noble,2014-05-14 Writing a cover letter is more than a necessary step in the job search porcess It is a chance to make a stellar first impression on hiring managers and

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**You're Hired! Compelling Covering Letters** Jude Hanley,Liz Dinse,2024-01-01 This book is a must Packed full of top tips in an easy to digest format Chris Targett RCDP Chair of the Careers Writers Association Harness the power of AI to transform your covering letter stress to application success Are you puzzled by job adverts that request a covering letter with your CV Experts Liz Dinse and Jude Hanley guide you step by step through the process of planning writing and submitting a captivating covering letter A significant factor in the success of your job search a great covering letter will allow you to initiate a conversation with your potential employer and express your enthusiasm for the role Packed with essential examples and expert tips to make your letter stand out inside you ll find Advice on how to use AI writing tools effectively Accessible and actionable advice for job seekers at all levels Example letters for a range of circumstances Advice on how and when to disclose personal information This indispensable guide will help you gain a competitive edge and get you shortlisted for that crucial job interview

*Stand Out Cover Letters* Winfred Cliff,2021-03-31 It took weeks to find this job It took hours to get your resume right Almost there You just need a cover letter The problem You only get one shot But before you can write such a letter you must first believe you stand out and you must know how you stand out This book will first help you ensure you have a stand out mindset then teach you how to write a letter that best sells you as the perfect candidate for the job In this book you ll Learn how to have a stand out mindset before you write your letter Use the exact step by step proven method others are using to create cover letters again and again Get various cover letter examples to help you with your own Learn how to access the 80% of jobs never advertised known as the hidden job market Get simple tips and strategies including how to make your letter stand out AND be ATS compliant Find out which critical mistakes you must avoid

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*Cover Letters that Blow Doors Open* Anne McKinney,1999 Designed as the comprehensive guide to cover letter preparation the 272 page book shows examples of exciting and door opening cover letters The main section of the book shows cover letters by field and industry For example job hunters in the accounting field will find examples of cover letters used to blow doors open in the accounting banking and financial community From aviation to computer operations to management to sales to transportation cover letters tailored to specific fields are illustrated which can be used as models or templates for those involved in a job hunt But what if a job hunter is changing careers or doesn t need a cover letter targeting a specific field or functional area There s a section showing examples of all purpose cover letters career change cover letters cover letters for entrepreneurs and cover letters for those seeking their first job For those seeking advice on how to respond to ads how to handle questions about salary requirements how to request consideration for multiple job openings in the organization and how to write letters for special situations there s a section entitled Sixteen Commonly Asked Questions About Cover Letters and Job Hunting

**101 Best .com Resumes and Cover Letters** Jay A. Block,2001 *Find a Better Job* Michael Dolan,2001 Step by step plans for identifying and getting your next job or promotion

**Ultimate Cover Letters** Martin John Yate,2015-08-03 In the competitive world of job hunting everything

rests in the balance of first impressions so it is of vital importance to know how to write a compelling opening letter when you apply for a position Ultimate Cover Letters from best selling author and careers expert Martin John Yate describes how to do just that helping you to open doors to job interviews and offers of employment and outshine all other candidates From the very popular Ultimate series the book offers as well as sound advice on assembling letters and how to use key power phrases to get results over 100 sample letters to cover a variety of situations These include e mail responses to on line applications speculative letters letters to answer advertised vacancies follow up letters networking letters and even acceptance and resignation letters Now including a chapter on how to develop your professional image and integrate it into your job search letter Ultimate Cover Letters covers all aspects of this crucial part of the job hunting process in an engaging and approachable way ensuring you put every chance of success by your side **Gallery of Best Resumes for People**

**Without a Four-Year Degree** David F. Noble,2005 Professional resume writers from across North America and the English speaking world submitted thousands of sample resumes and only the very best made it into the Gallery of Best Resumes for People Without a Four Year Degree All are eye catching one of a kind resumes that will help you land more job interviews The Gallery includes examples of chronological functional combination and electronic resumes Book jacket

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