

Contact Details

Name
Address
Phone number
Email address

01

Jane Jobscan
Seattle, WA 98101
(555) 555-5555 - jane.jobscan@jobscan.co.linkedin.com/in/jane-jobscan

Date

02

February 25, 2023

Recipient's Information

03

Lavinia Smith
Hiring Manager
Media Raven, Inc.
Ponteversville, MS 38862

Greeting

Whenever possible, address the hiring manager by name.

04

Dear Ms. Smith:

Opening

Who are you?
What are your relevant skills and accomplishments?

05

I read your advertisement for a marketing manager at Media Raven Inc. with great interest.

As J&C Company's marketing manager since 2018, I directed all phases of both the creative and technical elements of marketing initiatives including data mining, brand creation, print/web collateral development, lead generation, channel partner cultivation, customer segmentation/profiling, as well as CRM and acquisition strategies.

Body (1-3 paragraphs)

What do you know about the company?
Why are you applying for this job?
What value can you bring to the company?
Include measurable results when possible.

06

Perhaps most importantly, I offer a history of proven results, as evidenced by the following marketing accomplishments for my current employer:

- Captured a 28% expansion in customer base since 2018, achieved during a period of overall decline in the retail industry.
- Led national marketing campaign (comprised of trade show, media, and PD initiatives) of my company's newly launched technology services division.
- Developed and executed SEO strategy that achieved and sustained top 3 rankings on Google (organic, nonpaid results) for key product search terms.
- Oversaw the creation of a new company logo and rebranded 100+ products to cement a cohesive corporate identity and support new company direction.

Given the opportunity, I'm confident in my ability to achieve similar groundbreaking marketing results for Media Raven, Inc.

Closing

Reiterate your interest.
Add a Call to Action.
Mention any attachments.

07

Ms. Smith, I would welcome the chance to discuss your marketing objectives and the ways I can help you attain them. Feel free to call me at (555) 555-5555 or email me at jane.jobscan@jobscan.co to arrange a meeting. I look forward to speaking with you.

Professional sign-off

08

Sincerely,
Jane Jobscan

Cover Letter Guide Returns

Daniela Niemeyer

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

Cover Letter Guide Returns:

Tax Audit Guidelines and Techniques for Tax Technicians United States. Internal Revenue Service, 1975 **Ferguson Career Resource Guide to Internships and Summer Jobs, 2-Volume Set** Carol Turkington, 2014-05-14 Provides details on over 550 internships and summer jobs The American Directory of Writer's Guidelines Stephen Blake Mettee, Michelle Doland, Doris Hall, 2005-12 Perhaps the best kept secret in the publishing industry is that many publishers both periodical publishers and book publishers make available writer s guidelines to assist would be contributors Written by the staff at each publishing house these guidelines help writers target their submissions to the exact needs of the individual publisher The American Directory of Writer s Guidelines is a compilation of the actual writer s guidelines for more than 1 600 publishers A one of a kind source to browse for article short story poetry and book ideas American Directory of Writer's Guidelines , 2007-02 Perhaps the best kept secret in the publishing industry is that many publishers both periodical publishers and book publishers make available writer s guidelines to assist would be contributors Written by the staff at each publishing house these guidelines help writers target their submissions to the exact needs of the individual publisher The American Directory of Writer s Guidelines is a compilation of the actual writer s guidelines for more than 1 700 publishers A one of a kind source to browse for article short story poetry and book ideas **Post Office Guide** Great Britain. Post Office, 1879 *British Postal Guide* Great Britain. Post Office, 1875 *Guidelines for Conducting a Needs Assessment for the Special Education Plan* Mari Molenaar, 1986 **The Writer's Guide to Magazine Markets** Helen R. Freedman, Karen Krieger, 1983-11 **Writing for Magazines: A Beginner's Guide** Cheryl Sloan Wray, 2004-06-25 A practical introduction to what a magazine writer does The book explores the best magazines for beginning writers how to get ideas finding the time to write setting goals how to defeat writer s block and more The author gives you examples of effective magazine articles covers the basics of grammar and style and provides Jumpstart exercises to get a writer going **British Postal Guide, containing the chief public regulations of the post office, with other information** , 1873 **Career Directions: The Path to Your Ideal Career** Donna Yena, 2011 Career Directions The Path to Your Ideal Career provides diverse job seekers with the essential resources and techniques to develop a career plan conduct a successful job search and succeed in a diverse workplace Whether your students are seeking an internship or co op job first position after graduation or a career transition Career Directions will prepare students to stand out in the changing workplace Students in career schools colleges community colleges and universities can all benefit from using this book in career development courses and career workshops Career Directions can also be used independently for those who want to direct their own career planning and job search efforts With over 30 years of experience in career development and human resources Donna Yena brings a practitioner s perspective to Career Directions Her experience as Vice President of Career Development and Alumni Relations at Johnson Wales University along with her background as a manager instructor and curriculum designer

contribute to the advice and techniques offered in this text More than just a text on job searches and career planning Career Directions provides instruction and resource materials that will help you find your internship or co op job first position after graduation or guide you through a career transition *Educators Guide to Free Guidance Materials* Educators Progress Service,2005-08 **Guide to Nursing Management** Ann Marriner-Tomey,1984 Letters from the Woods Edward B. Osborne,1898 **The Official ACT! QuickStudy Guide** Susan Clark,2002 Learn everything you ll ever need to know about ACT from entering saving and sorting contacts to completely customizing fields and screens to match your business processes **An Insider's Guide to Orthopedic Surgery** Elizabeth Kaufmann,2018-01-09 Nearly two million Americans undergo elective orthopedic surgery each year And the numbers keep growing hip replacements are projected to double over the next fifteen years and knee replacements will quadruple When you are ready for your procedure you ll want a copy of An Insider s Guide to Orthopedic Surgery at your side It is the only book that will help you prepare yourself and your home for a quicker and more thorough recovery As a physical therapist who has spent more than seventeen years helping patients through recovery author Elizabeth Kaufmann discusses the things that your surgeon won t cover You ll get detailed practical instruction on Preparing your home for the equipment you ll need upon return Understanding what will happen at every step of your hospital stay from arrival through surgery to release which will likely be sooner than you expect Getting the best care from therapists and other hospital and rehab staff members Dealing with pain throughout the healing process Building a support network to help provide care during recovery You ll also learn the difference between a physical therapist and an occupational therapist be ready for that first session and find out the advantages of home therapy sub acute rehab and outpatient therapy If you have been suffering from chronic pain in the shoulder knee or hip joint replacement can offer a second chance at restoring the life you desire An Insider s Guide to Orthopedic Surgery will help you get ready for it

Paradox Programmer's Guide Alan Zenreich,James M. Kocis,1990 Shows how to make routine tasks nearly effortless with PAL the programming language for Paradox Suitable for both novice and experienced programmers providing step by step instructions and many examples that users can easily incorporate into their own applications *Excursions International* Marietta Spring,J. Howard Jackson,Michael Rider,1997 **Market Guide for Young Artists and Photographers** Kathy Henderson,1990 Lists over 100 markets and contests open to artists and photographers eighteen and under offers marketing tips and guidelines and profiles successful young artists **Counselor Education and Supervision** ,2002

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