

# 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

**Theodore Kingsley**

## 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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**How to Write a Successful Cover Letter** 50minutes,2017-11-03 Ready to take your career to the next level Find out everything you need to know about writing a perfect cover letter with this practical guide For many people applying for a job can be a long and daunting process However people often forget or disregard the importance of a good cover letter even though it is generally the second thing a recruiter will read Not to worry this guide will show you what employers are looking for so you can write the perfect cover letter In 50 minutes you will be able to Avoid common pitfalls when writing cover letters Identify the most effective ways to capture the employer's attention Understand the differences between an emailed cover letter and one sent by post ABOUT 50MINUTES COM COACHING The Coaching series from the 50Minutes collection is aimed at all those who at any stage in their careers are looking to acquire personal or professional skills adapt to new situations or simply re evaluate their work life balance The concise and effective style of our guides enables you to gain an in depth understanding of a broad range of concepts combining theory constructive examples and practical exercises to enhance your learning

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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

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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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