

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 Wachester 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

Katharine Hansen, Randall S. Hansen

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

Cover Letter How To:

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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.

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, 2006 **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.

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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 you 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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