

# THOMAS BEASLEY

ENTRY-LEVEL RESUME

 (206) 555-1234  3665 McLaughlin Street, Seattle, WA 98039  your-name@email.com

[Today's Date]

[Hiring Manager's Name]

123 Company Address

Company's City, State, Zip Code

(xxx) xxx-xxxx

Dear [Mr./Ms./Mx.] [Hiring Manager's Last Name],

The first paragraph should contain a self-introduction. Write who you are, where your expertise lies, where you found the job posting (or who referred you), and why you want to apply.

The second paragraph should respond directly to the job description. Describe how your relevant experiences, skills, and abilities help you meet the company's needs. To make that easier, you can (and should) literally include words and phrases from the job description here.

- You can also include a bulleted list of your accomplishments
- Make sure you quantify (add numbers to) these bullet points
- A cover letter with numbers is 100% better than one without

To go the extra mile, research the company and try to find out what they are doing — and why— given the current state of their industry. Explain how you can fit into that framework, and help push the company forward and achieve any goals you suspect they have.

The final paragraph is the "call to action" portion of your cover letter. Inform the hiring manager that you'd love to get interviewed. Give them your contact information. Tell them you'll reach out again next week if you don't hear back. Thank them for their time.

Sincerely,

Thomas Beasley

# Cover Letter This Month Download

**M Walker**



## Cover Letter This Month Download:

**Microsoft Office Professional 2013 Plain & Simple** Katherine Murray, 2013-02-15 Learn the simplest ways to get things done with Microsoft Office 2013 Get the full color visual guide that makes learning Microsoft Office 2013 plain and simple Follow the book's easy steps and screenshots and clear concise language to learn the simplest ways to get things done with Microsoft Word Excel Outlook PowerPoint Access Publisher and OneNote Here's WHAT you'll learn Navigate with mouse keyboard or touch Create documents reports databases and presentations Share your desktop worksheets and files Manage your email and organize your calendar Stay connected with online meetings and instant messaging Access your programs and your documents via the cloud Here's HOW you'll learn it Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS Exercises to apply what you learn right away

**Life After Residency** Melissa T. Berhow, William W. Feaster, John G. Brock-Utne, 2022-07-27 This 2nd edition has been updated and offers residents an even more useful step by step guide to achieving a successful and fulfilling career in medicine The book's authors began running seminars at Stanford to advise their residents on various important topics not traditionally taught in medical school or residency but all essential for establishing a successful career in medicine These topics include creating a curriculum vitae and landing a great job financial advice for student loans and retirement planning understanding malpractice insurance applying to medical staffs and other important topics Each chapter from the previous edition is expanded and updated New chapters have been added to address the following key topics EMRs Payment for services Leadership Understanding hospital administration Physician wellness Loaded with sage advice and practical wisdom Life After Residency 2nd Edition continues to be an invaluable asset for every resident during the transition from residency to life thereafter

**Nueva Luz**, 2003 **The College Board Scholarship Handbook**, 2003 Microsoft Word 2003 Nita Hewitt Rutkosky, 2004 Appropriate for self study or classroom use this text reviews the features and commands for creating and editing documents with the Word 2003 word processing program in preparation for taking a Microsoft Office certification exam at the specialist or expert skill level The 2003 edition adds a chapter

*World Pass Advanced: Teacher's Edition* Susan Stempleski, 2005-10 To help students expand their fluency World Pass focuses on dynamic vocabulary building essential grammar and stimulating listening speaking reading and writing activities that emphasize the language they need for real world communication

**2003-2004 Ninth Bi-annual National Directory of Arts Internships** Ron Clawges, 2003 The National Directory of Arts Internships provides a list of more than 1 220 Host Organizations offering approximately 5 000 internships throughout the USA This directory includes opportunities for careers in Art Design Art Management Consortium Dance Festival Film Video Intern Referral and Placement Services Literary Multidisciplinary Museum Gallery Music Performing Arts Design Technology Art Fields Photography Theatre and Writing Advertising PR Journalism and Communications

Microsoft Word 2003 Specialist Certification Nita Hewitt Rutkosky, 2004

What you'll find inside Instruction and practice in how to create print format and edit documents Strategies for enhancing the visual appeal and clarity of documents How to's for creating and formatting tables and inserting graphic elements Exercises designed to develop problem solving skills and decision making ability Chapter challenge that includes a case study a help exercise and an applications integration activity Quicksteps in page margins summarize the steps to execute features Publisher Novel and Short Story Writer's Market 96 Robin Gee,1996 Fiction writers turn to this resource each year for information on fiction markets contests conferences writers colonies and other opportunities Helpful articles and interviews with professional writers add to the guide's appeal *The Back Door Guide to Short-term Job Adventures*,2002 Perspectives,2004 *Billboard*,2000-11-18 In its 114th year Billboard remains the world's premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and mobile entertainment issues and trends **Adweek**,2007-04 *Federal Claims Reporter*,2004 *2003 Novel and Short Story Writer's Market* Anne Bowling,Vanessa Lyman,2002 Extensive market listings provide accurate up to date information on commercial and literary publishers magazines and more Novel & Short Story Writer's Market,1996 **Microsoft Office Outlook 2003 QuickSteps** Martin Matthews,Kellen Diamanti,Curt Simmons,2004-02-26 Brace yourself because here comes QuickSteps The fast easy accessible information on Outlook 2003 in a full color cookbook style format Provides answers to all of your How do I questions in a concise and meaningful way Lengthwise page layout allows for easy page viewing Useful tips and cautions are displayed in the margins so that they don't break the flow of the quick steps themselves 2005 Poet's Market® Nancy Breen,Erika Kruse,2004-07 Presents a guide to publishing poetry containing lists of entries with evaluations of poetry publishers and complete submission and contact information The Independent Film & Video Monthly,2004 **Novel and Short Story Writer's Market 1999** Barbara Kuroff,1999-01-15 Fiction writers rely on this resource to find the right publishers for their work Extensive market listings provide accurate up to date information on commercial and literary publishers magazines and more

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