

# SIMPLE COVER LETTER

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142 Your Address Blvd, City Name, CA XXXXX • your.name@gmail.com • (XXX) XXX-XXXX

[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 Today Login

**Ronald Brian Adler, Jeanne Marquardt  
Elmhorst**

## **Cover Letter Today Login:**

**Writing Resumes and Cover Letters For Dummies - Australia / NZ** Amanda McCarthy, Kate Southam, 2015-05-04

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 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

**Empowered Living** Abdulaziz Alzahrani, Empowered Living Essential Life Skills for Today's Woman In a fast paced world filled with challenges and opportunities Empowered Living serves as your essential guide to mastering the skills that every modern woman needs to thrive Whether you're looking to gain financial independence enhance your personal safety or build stronger relationships this book provides practical actionable strategies to help you take control of your life with confidence and purpose From financial literacy and career development to stress management and self defense each chapter is designed to equip you with the knowledge and tools necessary for success Learn how to manage your time effectively communicate assertively and even tackle DIY home maintenance With expert insights real life applications and step by step guidance this book empowers you to navigate life's challenges with resilience and self sufficiency

**Killer Cover Letters and Resumes** , 2008 *Hispanic Link Weekly Report* , 2002 **Brilliant E**

**Citizen** Nik Taylor, 2006 Short Description A Brilliant guide to the new eCitizen qualification from the ECDL Foundation giving everything you need to know to pass the eCitizen exam when you need it Long Description The new eCitizen qualification has been developed by the ECDL Foundation to meet the need for individuals who have little knowledge of computer use and allow them to develop an understanding and experience of the Internet and inclusion within the Information Society The tasks contained within the course are designed to allow the candidate to become more involved within an on line culture and are developed to allow the candidate to gain a practical experience of some of the opportunities the Internet presents Therefore to supplement the basic IT skills which are presented within the course there is a close link to a number of real applications such as online banking and information retrieval to allow the candidate to truly interact with

the Internet eCitizen has been carefully tailored to work alongside government targets to provide UK citizens with the web skills they require to improve their quality of life Foundation Skills The technological skills needed to use the Internet e g open a browser open and send an email Information Searching Getting reliable information from the Internet e g use a search engine be aware of the safety of personal data Use information such as news government e Participation Interaction and involvement with the web e g online forms e commerce book a flight use e learning materials Throughout there is an understanding developed of personal safety credit cards Spam personal data

#### Fast Track Guide to a Professional Job

Search Joanie Natalizio,2010 An executive level job search is unique As a professional you are used to delivering results and seeing results delivered to you in return You have little patience with methods that are lengthy or ambiguous or that rarely hit their mark Therefore in today s competitive marketplace and challenging economic climate your job search is particularly challenging and finding the right professional position for you can become complex and frustrating The Fast Track Guide to a Professional Job Search was written to take the guesswork out of finding the right executive level position for you Serving as your handy guide and indispensable companion it contains everything you need to drive your job search and career forward It takes you all the way from setting your career path through the planning and strategizing the execution the emotional rollercoaster and all the way to offer evaluation and acceptance Written by Joanie Natalizio a professional executive coach who steers a successful business coaching practice The Fast Track Guide to a Professional Job Search teaches you to distinguish yourself present your unique strengths and capabilities and make sure an offer is a good fit for you before you accept it All through the book the easy to use checklists make sure you stay on track How to create a professional biography and tips on evaluating compensation packages are just a few of the many executive job search topics discussed Joanie reveals little known tips traditionally restricted to executive career coaching sessions so that you have an extra edge in your job search With The Fast Track Guide to a Professional Job Search at hand you can proceed in your executive job search with clarity competence and complete confidence

#### Poet's Market '97 Christine Martin,1996-09-15

This directory helps poets match rhyme to reason when marketing their work In it they will find 1 700 up to date listings more than 300 new ones of book and magazine publishers seeking poetry contests and awards grants awarded by the U S and Canadian arts councils conferences workshops and writers colonies and pertinent organizations and publications Illustrations

#### **Black Issues in**

**Higher Education** ,2005-02

#### Information Legislative Service ,2003

*The Directory of Executive Recruiters*, 2002 Kennedy Information, Incorporated,2001-08 The paperback edition of The Directory of Executive Recruiters is a quick but thorough reference for career changers and job seekers to contact search firms that match their areas of expertise Using the same database as the Corporate Edition above it concentrates on North American firms Internal information such as firm revenues number of recruiters etc is not included Introductory material helps guide job seeker expectations with strategies for using recruiters as part of overall career management Anyone looking to turn headhunters heads should have a copy of

the Directory William Flanagan Senior Editor Forbes *Broadcasting & Cable*,2006-04 *Careers and the MBA.*,1997  
The Wine Spectator ,1998 *Anatomy of a Job Search* Jeanna Bozell,1999 *Anatomy of a Job Search* provides the absolutely essential information you need to find and land the most rewarding jobs in nursing Whether you're a nursing student looking for your first job or a veteran nurse planning career advancement this book will take you step by step through the job search *Mediaweek* ,1994 *Science* John Michels (Journalist),2006 A weekly record of scientific progress **Automotive News** ,2006 *The American Legion* ,2007 **Essentials** Marianne Fox,2004 Backed with over 20 years of writing teaching and professional experience with electronic spreadsheets the authors have perfected the format and presentation of Microsoft applications material to suit every type of learning style Comprehensive information for users at various levels of experience hands on exercises and a flexible binding make this a must have series for applications essentials Areas covered include a tour of Word working with a document formatting text and editing documents taking a tour of Excel creating a worksheet improving worksheet appearance and producing printing well designed worksheet Taking a tour of Access creating a database entering and editing data and querying your database Taking a tour of PowerPoint creating presentations modifying the presentation's text and structure and working with visual and multimedia elements For training professionals Communicating at Work Ronald Brian Adler, Jeanne Marquardt Elmhorst,2005 The leading text in business communication Communicating at Work takes a pragmatic approach that features a strong multicultural focus a heavy emphasis on effective presentations and a pedagogical program that is designed to encourage group activities and skill building That plus clear writing and effective use of tables make the text an excellent teaching tool

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