

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

Michael Betrus,Jay A. Block

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 **Cover Letter** Joshua Carter,2015-08-24 Learn The Easiest And Most Effective Way to Write A Cover Letter Ever spotted the dream job that will transform your life for the better but feel that sinking feeling in the pit of your stomach when you realise that you need to include a cover letter Sick of working tirelessly to find that perfect project only to be met with rejection letter after rejection letter Maybe you're returning to the workforce and are looking to streamline your efforts perfect your cover letter and discover that special sauce that will provide you with a competitive edge Cover letters are an essential part of the majority of job applications but if you miss the target and get them wrong you have wasted both your time and effort and won't be called for an interview anytime soon But they're so hard to write How on earth are you supposed to summarise all of your skills into one single letter How do you know what you absolutely must include and what would be best avoided How can you capture the attention of the hiring manager without resorting to gimmicks And worst of all how do you even get started Many years ago I was in the exact same position as you find yourself in I struggled I procrastinated and I failed But I soon learned the secrets to creating awesome cover letters that don't just look good they actually work and in this book I will share them with you so you can win that job and create the life of your dreams This approach is quick effective and will save hours or even weeks of your life Here's what you can expect to find within Why Your Cover Letter Matters What Are Employers Really Looking For How To Target The Company's Needs How To Structure Your Covering Letter Building An Introduction That Works How To Sell Your Skills and Background How To Tell The Right Stories So You Get Noticed The Importance of Editing And much more including our top rated cover letter worksheet that will help you discover the key information you should include in order to get noticed Are you ready to change your life Press Buy now with 1 Click to receive this life changing information for just 9.99 Order Your Copy Today **Cover Letter** Natalee Pena,2016-01-07 Write the Best Cover Letter Guaranteed When you need to get your Cover letter ready for a job application it can often feel like a HUGE task It can be daunting because you know your chances of getting an interview depend on how well your cover letters are received by potential employers By reading this book you'll discover the easiest way for creating well thought out structured and personalized cover letters that highlights your strong points and really sells you to your intended potential

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How to Write a Cover Letter Theodore Kingsley,2022

Stand Out Cover Letters Mark Baker,2016-07-20

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How to Write an Impressive CV and Cover Letter Tracey Whitmore,2017-12-21

Your CV cover letter and LinkedIn profile are your first communication with a prospective employer As the job market is more competitive than ever grabbing an employer s attention and making the right first impression has never been more important If you compromise on the quality of your CV cover letter and LinkedIn profile you reduce your chances of winning an interview This book which will appeal to anyone from entry level to board level is a step by step guide on how to approach job hunting and achieve a killer competitive advantage by producing an impressive CV cover letter and LinkedIn profile Invaluable views and advice from senior HR and industry professionals who are often the first point of entry are provided throughout the book How to Write an

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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 Step-by-step Cover Letters ,2006

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

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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How to Write the Perfect Cover Letter Aline An, 2024-02-28 Welcome to How to Write the Perfect Cover Letter A Step by Step Guide your essential roadmap to crafting a cover letter that not only 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, highlighting your most relevant skills and experiences and demonstrating 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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