

Cover Letter Template Format

Sender's Information	I [Your Name] [Your Address] [Your City, State, Zip Code] [Your Phone Number] [Your Email Address]
Date written	I [Date]
Receiver's Information	I [Hiring Manager's Name] [Company Name] [Company Address] [Company City, State, ZIP Code]
Salutation	I Dear Hiring Manager (or [hiring manager's name]),
Opening paragraph	I My name is [your name]. I'm excited to be applying for the [job title] position at [Company Name]. [Short overview of your expertise, skills, and most outstanding accomplishments in the field]. [Your interest in this role and briefly explain how it matches your career goals].
Experiences & skills	I During [number of years] years of experience, I have [major job responsibilities]. My greatest accomplishments are [relevant past achievements]. These experiences have allowed me to gain [skills relevant to the position] which I believe will allow me to [how you want to contribute and help the company grow].
Call-to-action	I In addition to my experience, I have a solid educational background with a [educational degree] in [major of study]. I'm also a/an [personal trait] individual who is [soft skill #1, soft skill #2, soft skill #3...].
Closing paragraph	I I am confident that the professional experience and skills I've obtained in previous positions have prepared me for this opportunity. I would love to meet you and discuss further on how I might be an asset to the [name of team, department or company].
Sign-off & signature	I I have attached my resume for your reference. Thank you for your consideration and for taking the time to review my application. I look forward to hearing from you so we could discuss my contributions further in an interview at your convenience.
	I Sincerely, [Signature]

Cover Letter This Month Tutorial

Robin Gee

Cover Letter This Month Tutorial:

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Twenty Lessons in Letter Writing and Business Forms Orville Marcellus Powers, 1899

The Writer's Guide to Magazine Markets Helen R. Freedman, Karen Krieger, 1983-11

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The University Monthly, 1872

Dr. Job's Complete Career Guide Sandra Pesmen, 1996 Millions of people read the nationally syndicated Dr Job column in newspapers nationwide and on line through the GEnie electronic service This career guide contains the collected wit and wisdom of Dr Job with real life letters any reader can relate to covering every career problem from first job to retirement

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Stand Out Rob Jenkins, Staci Lyn Sabbagh, 2002

Christian Writers' Market Guide, 1995-1996 Sally E. Stuart, 1995-02

Christian Writer's Market Guide 1997 Sally E. Stuart, 1997-02

A Lesson in Seeing Expert, 1897

A Practical Guide to Early Childhood Curriculum Claudia Fuhriman Eliason, Loa Thomson Jenkins, 2008 This applied guide to planning and implementing curriculum across the content areas for children ages 3 to 8 provides students with a depth of background knowledge not usually seen in a text containing practical highlighted strategies unit and lesson plans suggested activities recipes and more Core chapters cover Social studies including diverse people self and family physical activity and nutrition Language

development Literacy development Science 3 separate chapters Problem solving and math Music and movement Creativity art and dramatic activities Key changes to this edition include separate chapters on language development and literacy development new tables linking learning activities with specific content area standards streamlined content throughout and new Web sites **National 4-H Club News** ,1982 *New Perspectives on Microsoft Office Word 2003, Introductory, CourseCard Edition* Beverly Zimmerman,S. Scott Zimmerman,Ann Schaffer,Ann Shaffer,Beverly B. Zimmermann,2005-03 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Word 2003 in an introductory course

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