

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

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Nita Hewitt Rutkosky

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Business Black Belt Burke Franklin,1997 The Global Resume and CV Guide Mary Anne Thompson,2000-10-17

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Grauer,Maryann Barber,2001-08 This book introduces Microsoft Excel 2002 users to the when and why of performing tasks and up to date information on current applications Chapter topics cover list and data management 3 D workbooks and file linking automating repetitive tasks with macros and visual basic and auditing and templates For users of Microsoft Excel 2002 *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 chap **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 *Thalassas* ,2003 **Learning the Essentials for Getting Started with Computers** ,2001

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