

# Nova Jacobs

## Green Energy Consultant

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To:

**Riley James**  
Hiring Manager  
Green Transitions Corporation  
Madrid, Spain  
riley@gtc.es

Dear Riley,

I am writing to express my interest in the Green Energy Consultant position that is currently available at your firm. I am a highly experienced professional with over 10 years of work experience in the field of green energy consulting, specifically in Denmark. I am excited about the opportunity to relocate to Spain and bring my skills and expertise to your team.

In my current role as a Green Energy Consultant at Novorésumé, I have been responsible for leading the development and implementation of sustainable energy solutions for both commercial and residential clients in Denmark. I have extensive experience in project management, energy efficiency assessments, and renewable energy project development. I have a proven track record of success in leading and delivering projects on time and within budget, with a focus on driving sustainable growth and reducing carbon footprint. Specifically, I have led the implementation of renewable energy solutions that have resulted in a reduction of 35% in carbon emissions for commercial clients and a 20% reduction for residential clients.

I am particularly excited about the opportunity to work on large-scale, sustainable energy projects in Spain. I believe my experience in sustainable building practices and energy efficiency assessment would be a great asset to your team. I am also excited about the prospect of working with a new team and learning from the diverse perspectives of my colleagues.

I am proud to have won two awards for my work in the field of green energy consulting, the first one being "Best Renewable Energy Project of the Year" by the Danish Energy Association in 2017, and the second one being "Top Energy Consultant of the Year" by the Danish Consulting Association in 2020.

I would welcome the opportunity to discuss my qualifications further and learn more about the opportunity to join your team. Please feel free to contact me at any time to schedule an interview.

Thank you for considering my application.

Sincerely,  
Nova Jacobs

## Cover Letter Top

**Tracey Whitmore**

## **Cover Letter Top:**

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**The Cover Letter Book** James Innes,2015-11-10 In a competitive job market first impressions are vital To get an interview you re going to have to stand out and a well executed cover letter is vital to ensure that you do not fall at the first hurdle This book takes you through all the essential rules and high impact strategies to ensure your cover letter makes you stand out from the crowd It takes a detailed look at the fifteen most common cover letter mistakes to ensure you do not make the errors that the competition will be and covers every situation from email and fax to speculative letters career development letters and advert response letters

**Best Resumes and Letters for Ex-Offenders** Wendy S. Enelow,Ronald L. Krannich,2020-10-15 Finding a good job is the best way to quickly transform one s life That s especially true for ex offenders with red flags in their backgrounds Knowing employers are reluctant to hire them many ex cons face rejections and lose hope Indeed lacking job search smarts from properly writing resumes networking for job leads and acing job interviews many go from one dead end job to another and then back to prison For many their odorous rap sheet becomes their resume The good news most ex offenders ARE employable Indeed each year thousands of ex cons find rewarding jobs that change their lives They discover many employers are willing to give them a second chance But these job seekers must first communicate their qualifications to prospective employers through powerful resumes and letters the most important step for getting a job interview Best Resumes and Letters for Ex Offenders is the first book to address the unique job search challenges facing ex offenders as they prepare to communicate their qualifications to employers Written by two of America s leading career experts this book is jam packed with the latest information tips strategies and examples of what you must do in order to get the critical job interview It includes 25 things you must know about resumes 35 writing mistakes you should avoid 19 frequently asked questions and expert advice Step by step resume writing instructions 40 examples of 2 types of winning resumes 8 types of job search letters 42 examples of effective letters you should write Resume and letter evaluation forms Resume writing worksheets 400 action verbs and personality descriptors Re entry resources and digital skills for ex offenders Follow the

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Gable career and outplacement counselor Podesta and Paxton's strategies are brilliant. The letters will impress hiring managers and the advice on using the Internet is spot on. Dave McGurgan social media manager. These letters go right to the core of what is needed to get one step ahead of the rest. Jay Jamison International Managed Service Leader British Telecom. Letters like these bring both resume and applicant to life so I can make the right decisions about whom to interview and ultimately hire. Loretta Kuhland former Deputy Executive Director Center for Disability Services New York Capital Region.

100 Top Internet Job Sites Kristina M. Ackley, 2000. Going beyond listing popular job posting sites this book also helps career seekers explore Internet opportunities for career assessment networking and company research. *How to Write an Impressive CV & Cover Letter* Tracey Whitmore, 2009. Your CV and cover letter are your first communication with a prospective employer. As the job market is becoming increasingly competitive making the right first impression has never been more important. If you compromise on the quality of your CV and cover letter and you reduce your chances of winning an interview. This book which will appeal to anyone from entry level to board level encompasses a step by step guide on how to achieve killer competitive advantage by producing an impressive CV and cover letter. The job acquisition process which has changed significantly in recent years is discussed fully and effective job hunting tactics are provided. Interviews undertaken with top HR professionals who are often the first point of entry outline what you need to do to impress them. Their views and opinions are provided throughout the book. The book is packed with practical examples of CVs and cover letters that have worked in real life. These individuals were struggling to win interviews prior to their CV revamp. Their new CVs secured several interviews many of which resulted in job offers. Contents Introduction About the Author.

Acknowledgements How to Use this Book Part One The Job hunting Process Chapter 1 How to Approach Job Hunting Chapter 2 Job Hunting Tips Chapter 3 Staying Marketable Part Two CV Writing Chapter 4 You had Better get it Right Chapter 5 Determining the Most Suitable CV type Chapter 6 Heading Your CV Chapter 7 Career Objective Chapter 8 Profile Statement Chapter 9 Key Skills Chapter 10 Educational Background Chapter 11 Achievements Chapter 12 Work History Chapter 13 Voluntary Work Chapter 14 Professional Association Memberships Chapter 15 Publications and Patents Chapter 16 Computer Technical Skills Chapter 17 Languages Chapter 18 Additional Information Chapter 19 References Chapter 20 Format Structure and Presentation Chapter 21 Reviewing Real CVs Chapter 22 Top CV Tips Part Three Cover Letter Writing Introduction Don't Neglect how important it is Chapter 23 The Importance of a Covering Letter Chapter 24 The Marks of a Good Cover Letter Chapter 25 Speculative Versus Specific Cover Letters Chapter 26 Specific Cover Letters that have Worked Appendix Action Words Index. Commission on Government Security United States. Congress. Senate. Committee on Government Operations. Subcommittee on Reorganization, Research, and International Organizations, United States. Congress. Senate. Committee on Government Operations. Subcommittee on Reorganization, 1955. Includes DOD Armed Forces Industrial Security Regulations Jan 19 1953 p 853 958 and State Dept Security Requirements Jan 1955 p 1183 1282.

**Hearings, Reports and Prints of the Senate Committee on Government Operations** United States. Congress. Senate. Committee on Government Operations,1955    **Commission on Government Security** United States. Congress. Senate. Committee on Government Operations. Subcommittee on Reorganization,1955    **Commission on Government Security** United States. Congress. Senate. Committee on Government Operations,1955    **The Perfect Cover Letter** Richard H. Beatty,1997 A well designed cover letter can prove to be a more powerful selling tool than a CV showcasing your thinking abilities writing skills and personality traits in ways that an employer cannot detect from the more rigid CV

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