

# 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 Wachester 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

**Katharine Hansen, Katherine Hansen**

## 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

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**101 Best Cover Letters** Michael Betrus, Jay A. Block, 1999-04-22 Beat out the competition for the best jobs Create an image of accomplishment professionalism and competence that today s employers are begging for Job seekers have paid hundreds of dollars for the expertise in these dynamic guides and regarded every cent as well spent With these job landing tools on your desktop you ll have the same savvy working for you for far far less with the same great results 101 Best Resumes packs tried and proven advice you ll use to Create a resume that gets you in the door Target your resume for a specific positions over 70 different categories are covered Experiment with traditional and new formats More 101 Best Cover Letters shows you how to put together compelling letters to accompany your resume Learn how to Ignite interest with the first two sentences Turn references into endorsements Send your cover letter online Pick up smart interviewing tips negotiate a higher salary use the Internet in your job search work with recruiters and much much more

**How to Write a Cover Letter** Theodore Kingsley, 2022 **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 Impressive CV and Cover Letter* will support jobseekers through the entire job hunting process. It offers access to practical real life examples of CVs and cover letters that have secured interviews and helped individuals win their dream job. Readers will gain access to these documents together with valuable templates as part of the book.

***Dynamic Cover Letters*** 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.

***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.

***Step-by-step Cover Letters***, 2006 **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.

**Perfect Cover Letters** Kelly Ledee, 2021-07-25 To get hired and get the job that you dream of, your cover letter must be unique and stand out to grab the employer's attention. In this book, you'll discover everything you need to easily write a cover letter that will interest any employer and make them eager to read your resume. Step by Step Directions To Write The Perfect Cover Letter. How to use the job description to strengthen your letter. The Secret To Grabbing Attention Of Potential Employers. How to make your cover letter sell you. How To Avoid The Biggest Mistake Most Job Seekers Make With Their Cover Letter. What to do if they don't respond that keeps you in the game. 20 SAMPLE LETTERS.

***Step-by-Step Cover Letters*** Evelyn U. Salvador, 2010 Finally a companion to the groundbreaking Step by Step Resumes workbook. Step by

Step Cover Letters uses a foolproof system of paragraph starters and an overall framework to help readers easily build outstanding cover letters that will get interviews and job offers

**Writing Resumes and Cover Letters For Dummies - Australia / NZ** Amanda McCarthy, Kate Southam, 2014-04-30 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 you 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

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*How To Write A Cover Letter: Cover Letter Examples* Brian Smith, The book How To Write A Cover Letter Cover Letter Examples provides a comprehensive guide on crafting effective cover letters It covers various aspects of writing a cover letter from understanding the job description and tailoring it to the specific requirements to showcasing skills addressing employment gaps and concluding the letter professionally The book also discusses cover letter formatting proofreading and editing along with providing examples and templates for different scenarios It emphasizes the importance of follow up after submitting a cover letter and provides guidance on submitting via email online portals or physical mail Overall this book aims to assist readers in creating compelling cover letters that grab the attention of employers and increase the chances of securing an interview

**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 highlight your most relevant skills and experiences and demonstrate 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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