

# 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

**Evelyn U. Salvador**

## 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

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intended potential employer If you want to stop wasting your time constantly applying for jobs and not getting call backs then this book is for you Whether you are starting from scratch or just want to polish up your current cover letter the easy strategies in this book will explain exactly how you can create a winning cover letter DO NOT Make the Most COMMON MISTAKES of 95% of Job Applicants Create A Incredibly Strong Cover Letter by Getting Your Copy NOW

**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

**How to Write a Successful Cover Letter** 50minutes,2017-11-03 Ready to take your career to the next level Find out everything you need to know about writing a perfect cover letter with this practical guide For many people applying for a job can be a long and daunting process However people often forget or disregard the importance of a good cover letter even though it is generally the second thing a recruiter will read Not to worry this guide will show you what employers are looking for so you can write the perfect cover letter In 50 minutes you will be able to Avoid common pitfalls when writing cover letters Identify the most effective ways to capture the employer's attention Understand the differences between an emailed cover letter and one sent by post ABOUT 50MINUTES COM COACHING The Coaching series from the 50Minutes collection is aimed at all those who at any stage in their careers are looking to acquire personal or professional skills adapt to new situations or simply re evaluate their work life balance The concise and effective style of our guides enables you to gain an in depth understanding of a broad range of concepts combining theory constructive examples and practical exercises to enhance your learning

**Stand Out Cover Letters** Mark Baker,2016-07-20 **BOOK DESCRIPTION** WANT TO KNOW HOW TO GET A JOB IN THE OVERCROWDED JOB MARKET Don't be like everybody else and do what everybody else is doing Learn how to write cover letters that stand out Once you know how you'll be able to write cover letters for jobs you really want that showcase you as a standout candidate to get you the job interview This book will show you how The approach to cover letter writing in this book is different to others It focuses first on helping you ensure you have a stand out mindset which the author believes you need to have first then it teaches you how to write a stand out cover letter Whether you're just out of college changing industries mid life or climbing up the corporate ladder you want to get the best job possible but how do you stand out when just about every job attracts hundreds or more applications Then there's the infamous ATS Automatic Tracking Software These days cover letters and resumes are frequently subject to ATS requirements But how do you write a letter that satisfies both human and bot eyes and at the same time stands out from the rest No matter how disillusioned or frustrated you may have felt about writing cover letters for jobs in the past now there's a new and better

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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

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**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

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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

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web you are left to form your own conclusions and opinions about kaufman as a person and a performer to be fair talks with andy kaufman is an entertaining book and i found myself fascinated though not unlike the onlooker to a gruesome accident scene but it still left me wondering what was andy kaufman actually like

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