



## Mary Chao

Digital Marketing Specialist

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Omaha, 01/28/19

**Ashley Almeida**

Head of Marketing  
Avantis, Inc.  
3500 Hall Valley Drive  
Omaha, NE 70862

Dear Ashley,

Two months ago, I hit a goal I never thought I'd reach. I pushed SEO traffic to 20-million monthly stores. One year ago, traffic for our four sites—all of which I manage through a team of 20 employees—reached at just 4 million per month. Upper management challenged me to lead the team toward doubling our traffic. We hit that goal in just six months, blowing away our sales revenue forecasts in the process.

I know your main upcoming challenge will be to grow revenue from your new website. With over seven years' experience in SEO and social media marketing, and as someone who is passionate about staying on the leading edge of tech, I'm confident I can repeat the growth I achieved with XYZ as your new Digital Marketing Manager.

In my current position, I successfully lead creative strategy and internal development teams. Specifically, I have:

- Skyrocketed Inbound Marketing ROI by 40%.
- Reduced Cost Per Lead by 25%.
- Boosted Landing Page Conversion Rates by 50%.

What impresses me most about your online marketing strategy is that you've managed to create a self-reliant team aligned with two basic key metrics only: traffic and conversions. This perfectly reflects my core professional values.

I'm adept at reading Google and user search intent, then translating that to measurable returns. Can we schedule a call to discuss ideas for growing your revenue by 25% in 2019?

Thank you for your time. I look forward to hearing from you.

Mary Chao  
402-234-2538  
marychao@gmail.com

## Cover Letter Top

**Jay A. Block, Michael Betrus**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the text bar.

## Cover Letter Top:

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culture Opportunities for advancement

**Internet, Phone, Mail, and Mixed-Mode Surveys** Don A. Dillman, Jolene D. Smyth, Leah Melani Christian, 2014-08-06 The classic survey design reference updated for the digital age For over two decades Dillman's classic text on survey design has aided both students and professionals in effectively planning and conducting mail telephone and more recently Internet surveys The new edition is thoroughly updated and revised and covers all aspects of survey research It features expanded coverage of mobile phones tablets and the use of do it yourself surveys and Dillman's unique Tailored Design Method is also thoroughly explained This invaluable resource is crucial for any researcher seeking to increase response rates and obtain high quality feedback from survey questions Consistent with current emphasis on the visual and aural the new edition is complemented by copious examples within the text and accompanying website This heavily revised Fourth Edition includes Strategies and tactics for determining the needs of a given survey how to design it and how to effectively administer it How and when to use mail telephone and Internet surveys to maximum advantage Proven techniques to increase response rates Guidance on how to obtain high quality feedback from mail electronic and other self administered surveys Direction on how to construct effective questionnaires including considerations of layout The effects of sponsorship on the response rates of surveys Use of capabilities provided by newly mass used media interactivity presentation of aural and visual stimuli The Fourth Edition reintroduces the telephone including coordinating land and mobile Grounded in the best research the book offers practical how to guidelines and detailed examples for practitioners and students alike

**Gallery of Best Cover Letters** David Franklin Noble, 2014-05-14 Writing a cover letter is more than a necessary step in the job search process It is a chance to make a stellar first impression on hiring managers and stand out from dozens of other candidates vying for the same job With this book readers will discover how to craft a superior cover letter that ensures they will get noticed and gain momentum in their search for employment Gallery of Best Cover Letters is packed with expert tips for writing and designing cover letters plus a diverse collection of more than 300 sample cover letters written by professional resume writers It also includes more than 20 corresponding resumes These examples span numerous fields from healthcare and education to law enforcement and sales A helpful index of sample letters and resumes sorted by occupation will help readers quickly find examples that speak directly to their career aspirations

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**Mail and Internet Surveys** Don A. Dillman, 2011-01-31 A crucial resource for increasing response rates and obtaining high quality feedback from mail electronic and other surveys Don Dillman's Mail and Internet Surveys Second Edition has been the definitive guide for creating and conducting successful surveys using both traditional and new media channels Now this special 2007 Update of the classic text features major additions covering the latest developments in online survey design and administration Like its predecessor this resource lays out a complete start to finish guide for determining the needs of a given survey designing it and effectively administering it Drawing on social science statistics and proven best practices Dillman's text discusses surveys for a variety of purposes audiences and situations New and updated material covers both the principles behind and directions for how to Conduct Web surveys Visually design questionnaires Use paper mailed surveys As insightful and practical as its classic original Mail and Internet Surveys Second Edition 2007 Update is a crucial resource for any researcher seeking to increase response rates and obtain high quality feedback from mail electronic and other self administered surveys

*101 Best .com Resumes and Cover Letters* Jay A. Block, Michael Betrus, 2001 This is a powerful new collection of resumes and cover letters tailor made to help job seekers land the job of their dreams in today's hottest job sector This guide provides examples of outstanding resumes and cover letters for every type of high tech job and also includes examples for nontechnical jobs in e commerce

**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

**Career Directioning** Glenn A. Druhot, 2007-08-27 CAREER DIRECTIONING Career Directioning is a method of seeking your perfect job based upon your values abilities and personality not just another job The purpose of this book is to assist you in discovering the best right career for you If you are searching for a more satisfying career have been downsized feel as though by changing jobs you will increase your earning power or you are starting your first job search the techniques in this book will help This book is designed in a workbook format to assist you in your career management You will find that each chapter builds on the

previous chapter The book begins by describing the emotional stages that we go through whenever there is a job loss Then it proceeds to describe the ways to discover your perfect job Its truly amazing how many of us lose sight of what we once were planning on doing with our career or worse yet have difficulty in describing what our ideal job would look like I have spent my career listening to people say how dissatisfied they were with their jobs and careers When I ask them what their passion is they often cannot answer what that could be Do you know what your passion is for an occupation Are you living the life that you want Are you employed in a position that is unfulfilling Are you looking for a career change Have you been a victim of downsizing It has been said that the only true success in life is to have lived life in your own way What would life be like if you lived your life in your own way When was the last time that you thought about it Did you have a dream like most of us as you were growing up to be or to do something and life got in the way Wouldnt it be wonderful if you could get up tomorrow and go to work in a position where you would feel as though you are contributing something to the organization Or being employed where you are appreciated for what you do Or better yet work in a position that you know you are making a difference Life is too short to spend time in a career that is not fulfilling Too many people ask themselves what kind of job or career would be best for them Why is it that we focus on the what rather than the how Well it is possible but you must make it happen You cant wait for employers to come to you You have to take charge of the direction of your career direction yourself What is your rationale for reading this book Could it be one of the following You are searching for a more satisfying career You have been downsized from a job You are starting you first job search Feelings like your opportunities for growth are limited where you are presently There is a basic conflict of values on the job You are a Baby Boomer and are now seeking a career that you hope will be more satisfying than what you have done so far in life There has been a significant life event that is propelling you to make a career change It could be something like a near death experience divorce turning 40 or 50 or physically unable to do the job that you have done in the past You feel as though by changing jobs you will increase your earning power You would like to pursue a dream or complete a mission Maybe you were fired or laid off and need to make a career change You have retired and now are seeking a rewarding career that you would enjoy more You have climbed the corporate ladder and your priorities have changed Often we allow corporations or organizations to manage our careers In my private career coaching practice I have helped literally thousands of individuals who have allowed corporations to totally control their lives and when they have been job eliminated or the company is acquired by another public traded corporation they find themselves searching for a new direction with their career I feel privileged like other ca

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