

COVER LETTER LAYOUT

Joe
Dirt

Software Engineer

Joe Dirt
123 Your Street
Your City, State 12345
123.456.7890
joe_dirt@example.com

01-23-2020

Mrs. Hiring Manager
CEO, The Cool Company
123 Address Street
Faketown, WI 12345

Dear Jane Doe,

I'm excited to submit my application for the Software Engineer position at the Cool Company I saw listed on your website.

With a B.S. in Computer Science and over 4 years of hands-on experience building programs, I'm confident that I'd be a strong addition to your team.

While working as a software engineer for Average-R-U's, I gained experience coding in C#, Java, Python, and R -- all skills I'm confident would be useful at The Cool Company which I recently read is expanding their Aerospace department.

I've demonstrated the ability to hit deadlines, maintain strong attention to detail, and lead tech teams when required. I'm confident my skills will be put to good use at The Cool Company, and I look forward to speaking with you further about the Software Engineer position.

I've also attached a resume that further explains my relevant skill set and experience.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Joe Dirt

Contact Details

Your cover letter intro should include your name, official email, phone number, and perhaps LinkedIn profile

The Salutation

It's always courteous to greet the hiring manager with an appropriate title

The Body

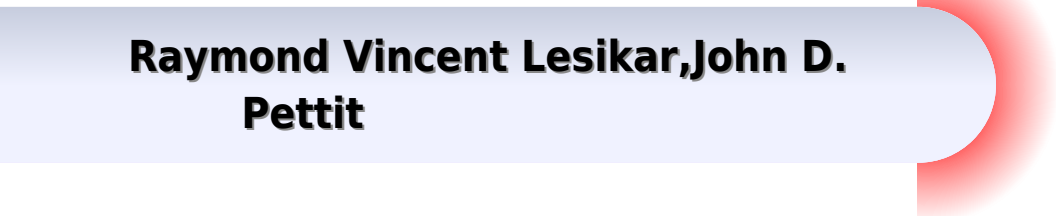
The body is where the bulk of the content lives. Try to convince the hiring manager why you are the best fit for the job

The Closing

Formally close out the letter

Cover Letter Review Setup

**Raymond Vincent Lesikar, John D.
Pettit**



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Financial Valuation Workbook James R. Hitchner, Michael J. Mard, 2011-03-10 The resource that cuts the learning curve in half for valuation professionals Now valuation professionals can master almost every function for most valuation situations The Financial Valuation Workbook Third Edition guides readers through a complete business valuation with essential tools for quick reference Updated and expanded chapter on The Process of Preparing a Valuation Client Workflow Procedures from initial phone call to delivery of the report Expanded case study and exercises with solutions and explanations Over 300 exercises organized by major areas to increase the learning process This Workbook is organized by standard easily identifiable sections that allow for easy reference by all professionals

Your Virtual Success Alan Blume, 2010-06-20 The more virtual your business the more flexible the hours the lower the overhead and the greater the profit potential Your Virtual Success will help a cash poor entrepreneur a small business scrambling for expansion capital an existing business seeking to improve profits or an independent professional in any service business Alan Blume's virtual model has resulted in large six figure deals with people he's never met face to face and never will and small sales that would never be profitable in a traditional business environment In Your Virtual Success he demystifies the cost effective leading edge Internet based tools that are available to almost everyone as long as you know what questions to ask and where to look Your Virtual Success shows any entrepreneur sole proprietor partnership or existing business how to Leverage new Internet tools to grow your business faster and more profitably Utilize free or low cost online resources to hire manage and expand your business Rapidly create a new work from home virtual business while minimizing the risks of a traditional startup

Letter Arts Review, 1995

The Guide to Basic Cover Letter Writing Steven Provenzano, 1995 Sooner or later you'll want to apply for a job and you know you won't be the only one applying To make your qualifications stand out front the crowd you have to know how to present them There's no better way to match your sales pitch to your reader's interests than with a great cover letter A cover letter gives yourself a chance to focus on your strongest points It lets you tell more about yourself than a resume can And it lets you say it straight to your reader one on one

Basic Business Communication Raymond Vincent Lesikar, 1991

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Practical English, a Scholastic Magazine ,1955

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Unveiling the Magic of Words: A Report on "**Cover Letter Review Setup**"

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