

SIMPLE COVER LETTER

142 Your Address Blvd, City Name, CA XXXXX • your.name@gmail.com • (XXX) XXX-XXXX

[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 Cover Letter Today

Dale Mayer

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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 **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

No-nonsense Cover Letters Wendy S. Enelow, Arnold G. Boldt, 2007-01-01 In today's competitive job market if your cover letter doesn't grab the interviewer's attention he or she may never even glance at your resume *No Nonsense Cover Letters* gives you the powerful practical tools to write attention grabbing cover letters that complement your resume and get you more interviews and job offers The book begins with a thorough but easy to understand explanation of the key elements that are vital to creating attention grabbing letters including why writing a cover letter is about selling yourself how to craft

targeted cover letters when to use bullets or paragraphs and creating E letters for today's E search environment Subsequent chapters offer tips on writing winning cover letters for opportunities for virtually every profession *Career Essentials: The Cover Letter* Dale Mayer, 2011-05-20 Today's economy leaves little room for second chances in the job market Hiring

managers are swamped with applications What are you doing to rise to the top of the pile and get noticed If it isn't creating a cover letter driven by facts and filled with punch you aren't doing enough The cover letter is often overlooked as a key marketing tool the perfect introduction It can be blank and uninteresting or it can offer the potential employer exactly what they are seeking Don't overlook this simple step that can improve your chances over other candidates This book walks you through the various elements of a good cover letter taking you through each step with plenty of examples to show exactly

what you need to know to create the best cover letter over and over again Make yours the one that brings the light of relief into the recruiter s eye as they see the perfect candidate At just over a hundred pages this concise easy to read guide is full of professional information that will make your job search take off *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 **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 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 *Get It Done: Write a Cover Letter* Jeremy Schifeling,2018-09-25 Want to write the perfect cover letter But don t have time to read through a 300 page book first Then Get It Done is for you Here s why it s been a Kindle best seller for six years in a row 1 It s fast The whole book takes about 30 minutes to read 2 It s to the point It breaks the cover letter down to 12 parts and gives you a precise template to complete for every single step 3 It works I developed this system while serving as a Recruiter for Teach For America I ve since taught it to MBAs as a Career Coach at the University of Michigan leading to job offers from Apple GE Microsoft Amazon LinkedIn and Google And the system has even been featured in U S News I was just another piece of paper in the deck Jeremy s beneficial insight to the cover letter was against my traditional understanding His direct nature and step by step guidance proved to be beneficial in my search I was able to go through the book and develop a brand new cover letter from scratch in less than an hour Given the price of the book and the time it takes to go through there is absolutely no excuse why you shouldn t buy it right now and start fresh in conveying your background to your next employer LJ If you like me hate writing cover letters then this book is for you Before reading this book I was not even using cover letters because I thought they didn t matter and I didn t know what to say I just sent as many resumes as possible to as many job postings as possible This book changed my life It convinced me no doubt one of the most shameless no cover letter resume spammers out there to stop and write a cover letter Plus Schifeling lays out a series of clear quick steps that make it easy and anxiety free Jane E Nevins What you ll get A

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Resumes and Cover Letters that Have Worked Anne McKinney, 1996 Model cover letters and resumes cover such fields as aviation communication finance and sales

Cover Letters that Blow Doors Open Anne McKinney, 1999 Designed as the comprehensive guide to cover letter preparation the 272 page book shows examples of exciting and door opening cover letters The main section of the book shows cover letters by field and industry For example job hunters in the accounting field will find examples of cover letters used to blow doors open in the accounting banking and financial community From aviation to computer operations to management to sales to transportation cover letters tailored to specific fields are illustrated which can be used as models or templates for those involved in a job hunt But what if a job

hunter is changing careers or doesn't need a cover letter targeting a specific field or functional area. There's a section showing examples of all purpose cover letters career change cover letters cover letters for entrepreneurs and cover letters for those seeking their first job. For those seeking advice on how to respond to ads how to handle questions about salary requirements how to request consideration for multiple job openings in the organization and how to write letters for special situations there's a section entitled Sixteen Commonly Asked Questions About Cover Letters and Job Hunting [*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 way. Follow this simple cutting edge cover letter writing method and get the job you want. In this book you will learn How to ensure you have a stand out mindset before you write your letter. A free downloadable workbook to make your preparation fun and easy. The exact step by step proven method others are using to create cover letters again and again. Various cover letter examples. How to access the 80% of jobs never advertised known as the hidden job market. Simple tips and strategies including how to make your letter stand out AND be ATS compliant. Critical mistakes to avoid. How it's possible to create a stand out cover letter without writing a single word. What's stopping you from standing out and being hired for the job of your dreams. Only knowing what to do differently to other job seekers and now this book will show you how. Once you know the formula your job hunting days will soon be over.

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Robin Ryan is the hottest career expert in America today. Susan Cowden TV anchor NW Cable News **LAND YOUR DREAM JOB WITH THE PERFECT COVER LETTER** With the expert advice of Robin Ryan one of America's top career coaches thousands of job hunters have beaten the competition and landed their ideal jobs. Her innovative and simple step by step plan incorporates the results of an extensive nationwide survey of hiring managers and human resources personnel to offer proven world class job hunting techniques and strategies. You'll create powerful attention grabbing letters avoid costly mistakes and learn to sell yourself and your skills to the employers you want to work for. With Ryan's popular and highly

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Winning Cover Letters for \$100,000+ Jobs Wendy S. Enelow,1998 Assuming you ve written a first class resume what will you say in the cover letter accompanying that terrific resume Will it command the attention of executives who make critical hiring decisions or could it actually diminish your resume Your cover letter may be more important to getting an interview than your resume Indeed many employers report how critical well crafted cover letters are in their selection process It s often the cover letter that persuades an employer to interview a candidate Write them right and your cover letters can quickly open the doors to more job interviews and offers

Resumes and Cover Letters for Managers

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The book delves into Cover Letter Cover Letter Today. Cover Letter Cover Letter Today is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Cover Letter Cover Letter Today, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Cover Letter Cover Letter Today
- Chapter 2: Essential Elements of Cover Letter Cover Letter Today
- Chapter 3: Cover Letter Cover Letter Today in Everyday Life
- Chapter 4: Cover Letter Cover Letter Today in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Cover Letter Cover Letter Today. The first chapter will explore what Cover Letter Cover Letter Today is, why Cover Letter Cover Letter Today is vital, and how to effectively learn about Cover Letter Cover Letter Today.
3. In chapter 2, the author will delve into the foundational concepts of Cover Letter Cover Letter Today. This chapter will elucidate the essential principles that must be understood to grasp Cover Letter Cover Letter Today in its entirety.
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6. In chapter 5, this book will draw a conclusion about Cover Letter Cover Letter Today. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Cover Letter Cover Letter Today.

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