

# Cover Letter Structure

## 1. Contact Details

## 2. Intro

- Personal information
- What you're applying for
- Where you're applying to
- Why you're applying

## 3. Body

- Story behind your achievements
- Be as factual as possible
- Show off your achievements using metrics (when possible)

## 4. Conclusion

- Mention future plans
- Thank the reader and conclude

**Nicole Smith**  
Project Manager

[novoresume@novoresume.com](mailto:novoresume@novoresume.com)  
311-644-1141  
Dallas, TX  
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To:

Doris Johnson  
Human Resource Manager  
Optimal Workplace Inc.  
321 Employment Avenue  
San Jose, CA

Dear Ms. Johnson,

As a highly skilled project manager with 11 years of experience, I am writing to express my interest in the project manager position at your company. My experience aligns well, as I have worked in project management for several years with a problem solver, and I know I would make a valuable addition to your team.

After working for over a decade in project management, I have advanced knowledge in developing scopes, keeping projects on track, submitting deliverables on time, and ensuring a seamless experience for all parties involved. Moreover, while my previous position afforded me a well-rounded skill set, including excellent relationship building and time management skills, I excel at:

- Outlining project scopes, managing timelines, and deadlines.
- Tracking and reporting on overall progress.
- Managing daily operations and implementation of new programs.
- Forecasting project revenue and ensuring all goals are met.

In addition to my reputation and relationship building experience, I have a solid educational foundation and a passion for furthering projects that build loyalty and, in turn, grow revenue for your organization. I would much appreciate the opportunity to contribute to your ongoing growth and continued success.

Please review my attached application for additional details regarding my expertise and achievements. Do not hesitate to reach out if you have any questions or need further clarification on my experience. I would love to meet with you and discuss this position in detail.

Thank you for your consideration.

Sincerely,  
Nicole Smith

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**Sally E. Stuart**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

## Cover Letter Guide Open Now:

The Engineer's Career Guide John A. Hoschette, 2010-04-26 This is the most complete career resource guide book for engineers dealing with the non technical side of engineering It provides career advice for engineers at all stages of their careers whether newly graduated mid career or soon to be retired This book provides many real world practical proven common sense career tips supported by actual work and experiences examples Tips deal with problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead

**The Career Artisan Series: The 21st Century Resume & Linkes to Custom Templates** Mary Elizabeth Bradford, 2011-07

**The Complete Idiot's Guide to the Perfect Resume** Susan Ireland, 2002-12 Includes tips on writing an effective resume creating an accurate yet impressive job statement networking using software programs and other resume technologies and making the most of your experience

*American Directory of Writer's Guidelines*, 2007-02 Perhaps the best kept secret in the publishing industry is that many publishers both periodical publishers and book publishers make available writer s guidelines to assist would be contributors Written by the staff at each publishing house these guidelines help writers target their submissions to the exact needs of the individual publisher The American Directory of Writer s Guidelines is a compilation of the actual writer s guidelines for more than 1 700 publishers A one of a kind source to browse for article short story poetry and book ideas

**The American Directory of Writer's Guidelines** John C. Mutchler, 1999

*What Color Is Your Parachute? 2017* Richard N. Bolles, 2016-08-16 The world s most popular job search book is updated for 2017 tailoring its long trusted guidance with up to the minute information and advice for today s job hunters and career changers In today s challenging job market the time tested advice of What Color Is Your Parachute is needed more than ever Recent grads facing a tough economic landscape workers laid off mid career and people searching for an inspiring work life change all look to career guru Richard N Bolles for support encouragement and advice on which job hunt strategies work and which don t This revised and updated edition combines classic elements like the famed Flower Exercise with updated tips on social media and search tactics Bolles demystifies the entire job search process from resumes to interviewing to networking expertly guiding job hunters toward their dream job

*Christian Writers' Market Guide 2009* Sally Stuart, 2009-01-13 Now updated for 2009 comes one of the most comprehensive marketing resources for Christian writers with information on agents editors publisher guidelines specialty markets and more

**What Color Is Your Parachute? 2016** Richard N. Bolles, 2015-08-11 What Color Is Your Parachute is the world s most popular job hunting guide revised and updated annually with more than ten million copies sold This 2016 edition features the latest studies and perspectives on today s job market including proven strategies for finding jobs even when everyone tells you there are none Career expert Richard N Bolles reveals surprising advice on what works and what doesn t so you can focus your efforts on tactics that yield results This helpful manual shares proven tips for writing impressive resumes and cover letters as well as

guidance for effective networking confident interviewing and the best salary negotiating possible But it goes beyond that by helping you to zero in on your ideal job and life with its classic Flower Exercise Whether you re searching for your first job were recently laid off or are dreaming of a career change What Color Is Your Parachute will guide you toward fulfilling and prosperous work From the Hardcover edition *Christian Writers' Market Guide 2011* Sally E. Stuart,2010-12-27 The only guide written exclusively for this specialized market this title provides the most up to date marketing resource information available to beginning and advanced writers freelancers editors publishers publicists and all others interested in or involved with writing *Christian Writers' Market Guide 2000* Sally E. Stuart,2000-02 This ultimate reference tool for Christian writers includes over 1 100 markets for the printed word Completely revised for 2000 this writer s classic reference book includes 683 periodicals 329 book publishers 90 literary agents Over 250 poetry markets 117 greeting card and specialty markets The guide provides hundreds of e mail addresses websites and on line markets as well as scriptwriting song writing poetry web page resources and information on photography markets and writing contests conferences and groups **The American Directory of Writer's Guidelines** Brigitte M. Phillips,Susan D. Klassen,Doris Hall,2005 Perhaps the best kept secret in the publishing industry is that many publishers both periodical publishers and book publishers make available writer s guidelines to assist would be contributors Written by the staff at each publishing house these guidelines help writers target their submissions to the exact needs of the individual publisher The American Directory of Writer s Guidelines is a compilation of the actual writer s guidelines for more than 1 500 publishers A one of a kind source to browse for article short story poetry and book ideas **Alaska Career Guide** ,1996 *The Manager's Guide to Effective Business Writing* ,2000 **A Guide to Chicagoland Magazines** ,2006 **The Working Actor's Guide to Los Angeles (2003)** Kristi Callan,2003 *Microsoft Powerpoint 2000 Introductory Edition* Timothy J. O'Leary,Linda I. O'Leary,1999-11 The O Leary Series is the true step by step way to develop computer application skills The new design emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text *Microsoft PowerPoint 2000* Timothy J. O'Leary,Linda I. O'Leary,1999 The O Leary Series is the true step by step way to develop computer application skills The new design emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text *O'Leary Series: Microsoft Office 2003 Volume I* Timothy O'Leary,Linda O'Leary,2003-12-11 Aims to give students a basic understanding of computing concepts and to build the skills needed to ensure that information technology is an advantage in whatever career they choose in life The O Leary Office 2004 and Office XP texts are crafted to be a step by step way for students to develop Microsoft Office application skills **No-Nonsense Cover Letters** Arnold G. Boldt,Wendy Enelow,2006-12-15 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 In this companion to No

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**The Complete Guide to Literary Contests, 2000** William F. Fabio, 2000 This vital reference guide compiled annually by national contest experts at Literary Fountain is the most comprehensive volume available offering valuable information on a vast array of opportunities for published and unpublished authors Compared with previous editions this 2001 volume contains many more entries new Canadian contests and appendices listing writers resources The tables of contents list sponsors alphabetically and their contests by subject The index is a complete alphabetical list of all contests making this one of the most user friendly resources available From such major contests as the Pulitzer Prize and the Pen Faulkner Award to smaller scale competitions such as the Key West Theatre Festival this guide contains something for everyone Information is included for fiction non fiction poetry and drama categories with criteria governing submission of written work entry guidelines and rules entry forms and applications as well as deadlines for submission judging procedures the names of previous winners available fellowships and grants copyright issues addresses valuable contacts and a guide to finding literary agents In today's literary market this guide could be the competitive edge you need to achieve your dream

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