

Contact Details

Name
Address
Phone number
Email address

01

Jane Jobscan
Seattle, WA 98101
(555) 555-5555 - jane.jobscan@jobscan.co.linkedin.com/in/jane-jobscan

Date

02

February 25, 2023

Recipient's Information

03

Lavinia Smith
Hiring Manager
Media Raven, Inc.
Ponteonville, MS 38862

Greeting

Whenever possible, address the hiring manager by name.

04

Dear Ms. Smith:

Opening

Who are you?
What are your relevant skills and accomplishments?

05

I read your advertisement for a marketing manager at Media Raven Inc. with great interest.

As J&C Company's marketing manager since 2018, I directed all phases of both the creative and technical elements of marketing initiatives including data mining, brand creation, print/web collateral development, lead generation, channel partner cultivation, customer segmentation/profiling, as well as CRM and acquisition strategies.

Body (1-3 paragraphs)

What do you know about the company?
Why are you applying for this job?
What value can you bring to the company?
Include measurable results when possible.

06

Perhaps most importantly, I offer a history of proven results, as evidenced by the following marketing accomplishments for my current employer:

- Captured a 28% expansion in customer base since 2018, achieved during a period of overall decline in the retail industry.
- Led national marketing campaign (comprised of trade show, media, and PD initiatives) of my company's newly launched technology services division.
- Developed and executed SEO strategy that achieved and sustained top 3 rankings on Google (organic, nonpaid results) for key product search terms.
- Oversaw the creation of a new company logo and rebranded 100+ products to cement a cohesive corporate identity and support new company direction.

Given the opportunity, I'm confident in my ability to achieve similar groundbreaking marketing results for Media Raven, Inc.

Closing

Reiterate your interest.
Add a Call to Action.
Mention any attachments.

07

Ms. Smith, I would welcome the chance to discuss your marketing objectives and the ways I can help you attain them. Feel free to call me at (555) 555-5555 or email me at jane.jobscan@jobscan.co to arrange a meeting. I look forward to speaking with you.

Professional sign-off

08

Sincerely,
Jane Jobscan

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Mike Dawson, Marge Hohly



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A Practical Guide to Stage Lighting Steven Louis Shelley, 2013-10-30 Combining theory and application *A Practical Guide to Stage Lighting* provides a comprehensive analysis of lighting systems along with examples and illustrations of the technical tools and methods used in the industry An entertaining and educational read author Steven Louis Shelley draws from his 35 years of diverse experience to explain how to get the job done along with real life examples of projects from start to finish Learn why some techniques are successful while others fail with Shelley s Notes and Shelley s Soapbox all with a humor that guides you through complex problems and concepts Highlights include Over 100 new topics including analysis and application of the three categories of collaboration a detailed examination of production meetings and one on one meetings and meeting checklists with management and the creative team Over 50 new illustrations including Shelley s Periodic Table of Fundamental Lighting Systems groundplans sections and front elevations that illustrate basic system wash configurations for each direction of light Analysis calculation and step by step technical construction of each lighting system in the Hokey light plot Explanation of a manufacturer s cut sheet and how to apply basic formulas to determine the beam size footcandles and gel transmission for lighting instruments Updated process of pre programming computer lighting consoles prior to the load in Comprehensive overview of archiving paperwork and softcopy for a production Students and professionals will benefit from experience based tips and techniques to prepare and execute a lighting design along with learning how to avoid common traps A Practical Guide to Stage Lighting Steven Shelley, 2009 A practical guide for

constructing and implementing lighting designs *Electrical Installation Work: Level 1* Peter Roberts, 2017-08-07 The best up to date textbook for EAL s Level 1 Diploma in Electrical Installation 601 0409 0 Fully up to date with the 3rd Amendment of the 17th Edition IET Wiring Regulations Expert advice ensured to cover what learners need to know in order to pass their exams or complete their assignments Extensive online material to help both learners and lecturers Written specifically for the EAL Diploma in Electrical Installation this book has a chapter dedicated to each unit of the syllabus Every learning outcome from the syllabus is covered in highlighted sections and there is a checklist at the end of each chapter to ensure that each objective has been achieved before moving on to the next section End of chapter revision questions will help you to check your understanding and consolidate the key concepts learned in each chapter Fully up to date with the third amendment of the 17th Edition Wiring Regulations this book is a must have for any learner working towards EAL electrical installations qualifications also providing an insight to those who are considering a career in the electrical installation or construction industry Peter Roberts is an ex RAF Chief Technician and is currently an electrical installation lecturer as well as an EAL question writer based in Coleg Menai Bangor North Wales **Job Coach-Life Coach-Executive**

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Guide to Cost Management Barry J. Brinker,2000-02-07 Cost management is an umbrella term for innovative tools methods and operating philosophies such as activity based costing ABC This book provides implementation methods Topics covered include how to find new ways to manage product life cycles and more

VMS Local Area VAXcluster Manual Digital Equipment Corporation,1987

A Guide to Writing as an Engineer David F. Beer,David A. McMurrey,1997 This text offers an engineering approach to technical writing and features practical and relevant examples from today s industry

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