

# THOMAS BEASLEY

ENTRY-LEVEL RESUME

 (206) 555-1234  3665 McLaughlin Street, Seattle, WA 98039  your-name@email.com

[Today's Date]

[Hiring Manager's Name]

123 Company Address

Company's City, State, Zip Code

(xxx) xxx-xxxx

Dear [Mr./Ms./Mx.] [Hiring Manager's Last Name],

The first paragraph should contain a self-introduction. Write who you are, where your expertise lies, where you found the job posting (or who referred you), and why you want to apply.

The second paragraph should respond directly to the job description. Describe how your relevant experiences, skills, and abilities help you meet the company's needs. To make that easier, you can (and should) literally include words and phrases from the job description here.

- You can also include a bulleted list of your accomplishments
- Make sure you quantify (add numbers to) these bullet points
- A cover letter with numbers is 100% better than one without

To go the extra mile, research the company and try to find out what they are doing — and why— given the current state of their industry. Explain how you can fit into that framework, and help push the company forward and achieve any goals you suspect they have.

The final paragraph is the "call to action" portion of your cover letter. Inform the hiring manager that you'd love to get interviewed. Give them your contact information. Tell them you'll reach out again next week if you don't hear back. Thank them for their time.

Sincerely,

Thomas Beasley

# Cover Letter This Week

**Peipei Pang**



## Cover Letter This Week:

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 *National Business Employment Weekly Cover Letters* National Business Employment Weekly, Taunee S. Besson, 1995-08-11 Write Powerful Letters That Win Over Your Future Employer Even the best resume can fall flat if it is accompanied by an ineffective cover letter With this invaluable book you ll learn how to write cover letters that jump out from the pile and grab the employer s attention Written by an award winning columnist at the National Business Employment Weekly today s leading career resource it s packed with practical tips and psychological insights that will help set you apart from the competition and win you an interview Starting with the basic elements of the cover letter you ll get expert advice on how to customize letters for responding to a want ad contacting an executive search firm or reaching out to target companies with plenty of sample letters from successful job hunters Special chapters cover the unique problems of first time job seekers women returning to the work force career changers and seasoned professionals including information that will show you how to turn apparent liabilities into assets You ll learn What three elements must be included in an effective cover letter How to read between the lines of a want ad to discover what they really want When thank you notes are necessary always and how to write one that makes you the top candidate instead of a runner up How to write a follow up letter when you haven t heard from an employer What a broadcast letter is and why it can be the best choice How to mount an effective direct mail campaign without papering the world Don t let a weak cover letter short circuit your chances This valuable guide will show you how to create powerful job search letters that will put you in the job you want **Successful Cover Letters in a Week** Patricia 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 *Cover*

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**Hunting in 4 Weeks** Hilton Catt, Pat Scudamore, David McWhir, Mo Shapiro, Alison Straw, 2015-01-29 Job Hunting In 4 Weeks is a comprehensive guide to finding and getting your perfect job giving you everything you need to know in one place Made up of four bestselling books in one this book delivers a complete course in job hunting From crafting the perfect CV and finding the job of your dreams to writing a great cover letter and winning at interview you ll discover all the tools techniques and strategies you need to get your job hunting right This book introduces you to the main themes and ideas of job hunting giving you a knowledge and understanding of the key concepts together with practical and thought provoking exercises Whether you choose to work through it like a 4 week course or dip in and out Job Hunting In 4 Weeks is your fastest route to success Week 1 CVs In A Week Week 2 Searching For Jobs In A Week Week 3 Successful Cover Letters In A Week Week 4 Succeeding At Interviews In A Week ABOUT THE SERIES In A Week books are for managers leaders and business executives who want to succeed at work From negotiating and content marketing to finance and social media the In A Week series covers the business topics that really matter and that will help you make a difference today Written in straightforward English each book is structured as a seven day course so that with just a little work each day you will quickly master the subject In a fast changing world this series enables readers not just to get up to speed but to get ahead

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actually perform the various core aspects of research and to choose among alternative methods when making decisions about health practice policy and future research needs      **Highway Topics** ,1924      *The Weekly Notes, New South Wales* ,1899

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