

# 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

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Project Manager

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512 444 2147

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 prominent retailer, 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, breaking projects down, maintaining deliverables on time, and creating a seamless experience for all parties involved. Moreover, when my previous position afforded me a well-rounded skill set, including excellent relationship-building and time management skills, I excelled 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 experience and relationship-building experience, I have a solid educational foundation and a passion for nurturing projects that build loyalty and in turn, grow revenue for your organization. It 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 accomplishments. 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

# Cover Letter Guide

**Susan Ireland**



## Cover Letter Guide:

**The Guide to Basic Cover Letter Writing** Public Library Association, Editors of VGM, 2003-09-22 A solid well written cover letter is crucial to getting a job interview Written under the auspices of the Job and Career Information Services Committee of the Public Library Association a group of librarians with many years of collective experience in researching and providing job assistance information this practical guide provides easy to follow instruction in crafting outstanding cover letters for any type of position Completely updated it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies *Vault Guide to Resumes, Cover Letters & Interviews* Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source

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**The Complete Idiot's Guide to the Perfect Cover Letter** Susan Ireland, 1997 Provides advice on creating effective cover letters and includes

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**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

**The Complete Guide to Writing Effective Résumé Cover Letters** Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter

**Master the Art of Resume and Cover Letter Writing** Daniel Morris, 2020-07-29 LEARN THE EXACT THINGS YOU NEED TO DO WHEN YOU ARE NOT GETTING THAT LIFE CHANGING CALL Mike was a sales rep at one of the big firms in the Marketing industry He is an ambitious fellow so he improved on himself constantly All in preparation for a career change Finally he was ready And that was when he encountered a problem he never envisaged It seemed like none of his applications got delivered because he never got a call to attend an interview not even ONE He was deeply disturbed He had all the necessary requirements for every single one of the jobs he d applied for so what could be stopping him from getting interviews Mike went back to the drawing board but he couldn t find what he was doing wrong His resume seemed perfect a few tips here and a few tricks here guaranteed that He was certain that NOTHING could be wrong with his resume He tightened his belt adjusted his large black tie and doubled down with more efforts Now he even started applying for jobs that were beneath his qualifications Still nothing Several weeks went by without a single call from any of the job applications he d applied for Not even from the ones he was overqualified for Frustration began to eat away at him He started losing faith in the resume he d crafted with so many tips and tricks Perhaps something was wrong with it after all Acknowledging the possibility of a problem he went in search of a solution And that was when he found the resources contained in this book He realized that there were more profound guidelines and strategies for crafting an excellent resume that gets results And in no time he knew exactly what he was doing wrong He followed the guidelines and changed things for the better to create a resume that looks crisp and professional And the result In just one week of s ending out the new and improved resume he got three calls to attend interviews Full disclosure Mike is no longer in the job market You can get the same results that Mike got All you have to do is to learn and implement the practical guidelines that will help you write a resume that actually results in an interview MASTER THE ART

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