

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 How To

Isaac Scott



Cover Letter How To:

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 **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 Letter** Joshua Carter, 2015-08-24 Learn The Easiest And Most Effective Way to Write A Cover Letter Ever spotted the dream job that will transform your life for the better but feel that sinking feeling in the pit of your stomach when you realise that you need to include a cover letter Sick of working tirelessly to find that perfect project only to be met with rejection letter after rejection letter Maybe you re returning to the workforce and are looking to streamline your efforts perfect your cover letter and discover that special sauce that will provide you with a competitive edge Cover letters are an essential part of the majority of job applications but if you miss the target and get them wrong you have wasted both your time and effort and won t be called for an interview anytime soon But they re so hard to write How on earth are you supposed to summarise all of your skills into one single letter How do you know what you absolutely must include and what would be best avoided How can you capture the attention of the hiring manager without resorting to gimmicks And worst of all how do you even get started Many years ago I was in the exact same position as you find yourself in I struggled I procrastinated and I failed But I soon learned the secrets to creating awesome cover letters that don t just look good they actually work and in this book I will share them with you so you can win that job and create the life of your dreams This approach is quick effective and will save hours or even weeks of your life Here s what

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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 charging 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 letterA 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 marketSimple 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 ACT NOW Click the orange BUY NOW button at the top of this page

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The Cover Letter Book James Innes,2016-02-10 In a competitive job market first impressions are vital To get an interview you re going to have to stand out and a well executed cover letter is vital to ensure that you do not fall at the first hurdle This book takes you through all the essential rules and high impact strategies to ensure your cover letter makes you stand out from the crowd It takes a detailed look at the fifteen most common cover letter mistakes to ensure you do not make the errors that the competition will be and covers every situation from email and fax to speculative letters career development letters and advert response letters

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