

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

Xiaolong Qi



Cover Letter This Week:

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Hansen, Katherine Hansen, 1995 This popular guide contains everything you need to create a stunningly effective cover letter The first edition of Dynamic Cover Letters helped over 100 000 job hunters dress up their resumes and job applications with the kind of spirited informative letters that employers respond to And respond they did with interviews job offers and high praise Now this updated expanded edition takes on the most vital issues in the professional world today such as job hunting on the Internet as well as the rock solid basics that readers have come to depend on Western Weekly Reports ,1928

National Buiness Employment Weekly Cover Letters Taunee S. Besson, 1995-05-29 Offering expert guidance on developing the all important cover letter this book starts with the basic elements and then shows how to customize cover letters for specific situations like responding to a want ad contacting an executive search company or networking Includes over 75 example cover letters culled from successful job searches in a variety of areas *The Weekly Notes* ,1918

Reclaiming Opportunities for Effective Teaching Mary Ellen Dunn, 2016-01-07 This book examines the increased standardization and management of community college course outlines in Ontario and the associated decline in the ability of college professors to effectively educate their students Dunn tracks the changes of increased pressure from corporations to privatize public services and make them for profit friendly Interviews of program faculty who have recently been forced to use course outlines for the first time along with critical analyses of a sample course outline and a series of union related texts illuminate the issue Dunn attributes the shift of power in community colleges to various factors which include the ideological work college employees do to support global finance capital the managerial labor which establishes a course outline the textual duties that faculty members facilitate to set up their own ruling and the performance work that faculty members do to execute the textual rules of their prescriptive course outline work In order to rectify the harmful effects of the new standardized and supervised curriculum Dunn identifies areas where effective teaching and learning can be reclaimed

The Ontario Weekly Notes ,1926 Conducting Health Research Frederick J. Kviz, 2019-02-20 Conducting Health Research Principles Process and Methods presents an integrated and practical introduction to the principles and strategies for planning implementing reporting and assessing health sciences research Comprehensive in its breadth and depth with an accessible writing style this text prepares students in public health and related fields to be adept researchers and consumers of health research Through real world examples and step by step guidance Frederick J Kviz provides students with the skills they need to identify and evaluate research strengths and limitations as practitioners to actually perform the various core

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