



How to format a cover letter

1

Header
(Top-Left
Corner)

Your Contact
Information

City and Date

Employer
Contact
Information

2

Personal Salutation
and "The Hook"

3

Central Paragraphs:
Your Offer and Motivation

4

Call to Action

5

Sign-Off

Mary Chao

Digital Marketing Specialist

Address: 4710 Oak Way
Omaha, NE 68102

Phone: 402-234-2038

E-mail: marychao@gmail.com

Omaha, 01/28/19

Ashley Almeida

Head of Marketing
Avantis, Inc.
3500 Hill Valley Drive
Omaha, NE 68102

Dear Ashley,

Two months ago, I hit a goal I never thought I'd reach. I pushed SEO traffic to 20-million monthly views. One year ago, traffic for our four sites—all of which I manage through a team of 20 employees—totalled at just 4 million per month. Upper management challenged me to lead the team toward doubling our traffic. We hit that goal in just six months, blowing away our sales revenue forecasts in the process.

I know your main upcoming challenge will be to grow revenue from your new website. With over seven years' experience in SEO and social media marketing, and as someone who is passionate about staying on the leading edge of tech, I'm confident I can repeat the growth I achieved with XYZ as your new Digital Marketing Manager.

In my recent position, I successfully led creative strategy and internal development teams. Specifically, I have:

- Skyrocketed Inbound Marketing ROI by 40%.
- Reduced Cost Per Lead by 25%.
- Boosted Landing Page Conversion Rates by 50%.

What impresses me most about your online marketing strategy is that you've managed to create a self-reliant team aligned with two basic key metrics only: traffic and conversions. This perfectly reflects my core professional values.

I'm adept at reading Google and user search intent, then translating that to measurable returns. Can we schedule a call to discuss ideas for growing your revenue by 25% in 2019?

Thank you for your time. I look forward to hearing from you.

Mary Chao
402-234-2038
marychao@gmail.com

Cover Letter Top

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examples and suggestions *Cover Letters that Blow Doors Open* Anne McKinney,1999 Designed as the comprehensive guide to cover letter preparation the 272 page book shows examples of exciting and door opening cover letters The main section of the book shows cover letters by field and industry For example job hunters in the accounting field will find examples of cover letters used to blow doors open in the accounting banking and financial community From aviation to computer operations to management to sales to transportation cover letters tailored to specific fields are illustrated which can be used as models or templates for those involved in a job hunt But what if a job hunter is changing careers or doesn't need a cover letter targeting a specific field or functional area There's a section showing examples of all purpose cover letters career change cover letters cover letters for entrepreneurs and cover letters for those seeking their first job For those seeking advice on how to respond to ads how to handle questions about salary requirements how to request consideration for multiple job openings in the organization and how to write letters for special situations there's a section entitled Sixteen Commonly Asked Questions About Cover Letters and Job Hunting *The Perfect Cover Letter* Richard H. Beatty,1989-04-14 How to get the job with a well written cover letter This practical guide to cover letter preparation deals with the entire process step by step from design and construction to content Included are samples of cover letters that work and some that don't There are instructions for preparing a wide range of cover and employment letters with examples of each for easy reference **Best Resumes and Letters for Ex-Offenders** Wendy S. Enelow,Ronald L. Krannich,2020-10-15 Finding a good job is the best way to quickly transform one's life That's especially true for ex offenders with red flags in their backgrounds Knowing employers are reluctant to hire them many ex cons face rejections and lose hope Indeed lacking job search smarts from properly writing resumes networking for job leads and acing job interviews many go from one dead end job to another and then back to prison For many their odorous rap sheet becomes their resume The good news most ex offenders ARE employable Indeed each year thousands of ex cons find rewarding jobs that change their lives They discover many employers are willing to give them a second chance But these job seekers must first communicate their qualifications to prospective employers through powerful resumes and letters the most important step for getting a job interview **Best Resumes and Letters for Ex Offenders** is the first book to address the unique job search challenges facing ex offenders as they prepare to communicate their qualifications to employers Written by two of America's leading career experts this book is jam packed with the latest information tips strategies and examples of what you must do in order to get the critical job interview It includes 25 things you must know about resumes 35 writing mistakes you should avoid 19 frequently asked questions and expert advice Step by step resume writing instructions 40 examples of 2 types of winning resumes 8 types of job search letters 42 examples of effective letters you should write Resume and letter evaluation forms Resume writing worksheets 400 action verbs and personality descriptors Re entry resources and digital skills for ex offenders Follow the principles tips and examples outlined in this book and you too will join the growing ranks of ex offenders who have

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[101 Best .com Resumes and Cover Letters](#) Jay A. Block, Michael Betrus, 2001 This is a powerful new collection of resumes and cover letters tailor made to help job seekers land the job of their dreams in today's hottest job sector This guide provides examples of outstanding resumes and cover letters for every type of high tech job and also includes examples for nontechnical jobs in e commerce

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