

# YOUR NAME

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(xxx) xxx-xxxx • your.name@gmail.com

321 Street Name, City Name, State XXXXX

Today's Date

Hiring Manager's Name  
123 Company Address  
City, State Zipcode  
(xxx) xxx-xxxx  
hiring.manager@gmail.com

Dear [Hiring Manager's Name],

The first paragraph is where you introduce yourself to the hiring manager. Use this space to explain who you are, your professional areas of expertise, where you discovered the open position, and the reason(s) you wish to apply.

The second paragraph is where you address the specific responsibilities of the role outlined in the job description. Discuss how your work experience and job-related abilities can help you meet the company's expectations for new hires. To simplify this, try including exact words and skills listed in the job description.

- Use bullet points to highlight major professional achievements
- Remember to quantify your bullet points (use numbers)
- Cover letters that include numbers attract more interviews

In your third paragraph, look into the background of your target company and figure out how they're contributing to their particular industry. Highlight how you fit into their future plans, as well as the ways you can assist them with any goals they seem to have.

The last paragraph is where you directly ask the hiring manager to act on your letter. That's why many career coaches refer to it as the "call to action" paragraph of a cover letter. Let the hiring manager know you're excited about the opportunity to be interviewed. Provide your contact details. Mention that you'll reach out in a week if you don't hear back from them, and thank them for the time they took to read your cover letter.

Sincerely,

Your Name

# Cover Letters For Dummies

**Joyce Lain Kennedy**



## **Cover Letters For Dummies:**

**Cover Letters For Dummies** Joyce Lain Kennedy, 2009-01-06 Cover letters are alive and sell When they re written right that is To stand out in today s sea of qualified job seekers learn to craft riveting new breeds of cover letters create vibrant images online and discover sensational self marketing documents you never imagined This completely revised and updated 3rd Edition of Cover Letters For Dummies brings you all this plus over 200 great new samples by 62 successful professional cover letter resume writers You ve probably suspected that passive and sleepy cover letters merely hugging resumes won t get you where you want to go Especially in a shaky job market The verdict s in Since the last edition of Cover Letters For Dummies blazing fast change in tools technology and how hiring managers come calling and how we invite them to look us over means big dramatic changes in our job messages In this exceptional handbook of contemporary job messages you ll discover fresh ways of thinking about cover letters that captain an entire team of new style job messages **Writing**

**Resumes and Cover Letters For Dummies - Australia / NZ** Amanda McCarthy, Kate Southam, 2015-05-04 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today s tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With unemployment and redundancies rising it s simply not a good time to be looking So how do make yourself stand out Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition shows you how to catch a recruiter s attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get the attention you deserve Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed and get your dream job **Cover Letters for Dummies** ProQuest, 2009 Cover letters are alive and sell When they re written right that is To stand out in today s sea of qualified job seekers learn to craft riveting new breeds of cover letters create vibrant images online and discover sensational self marketing documents you never imagined This completely revised and updated 3rd Edition of Cover Letters For Dummies brings you all this plus over 200 great new samples by 62 successful professional cover letter resume writers You ve probably suspected that passive and sleepy cover letters merely hugging resumes won t get you where you want to go Especially in a shaky job market The verdict s in Since the last edition of Cover Letters For Dummies blazing fast change in tools technology and how hiring managers come calling and how we invite them to look us over means big dramatic changes in our job

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Rastelli, 2011-03-01 Friendly accessible guidance for parents of autistic children and people caring for autistic adults Autism affects more than 1 million children and adults in the United States and parents may be confused by the behavior of autistic children This book provides help and hope by explaining the differences between various types of autism and delivering the lowdown on behavioral educational medical other interventions Featuring inspiring autism success stories as well as a list of organizations where people who support those with autism can go for additional help it offers practical advice on how to educate children as well as insights on helping people with autism use their strengths to maximize their potential in life Stephen Shore EdD Brookline MA serves on the board for several autism spectrum related organizations and he has written

Beyond the Wall Personal Experiences with Autism and Asperger Syndrome 1 931282 00 5 and edited Ask and Tell Self Advocacy and Disclosure For People on the Autism Spectrum 1 931282 58 7 Linda G Rastelli Middletown NJ is a veteran journalist who specializes in health and business Temple Grandin PhD Fort Collins CO is the author of the bestselling Thinking in Pictures 0 679 77289 8 and Emergence Labeled Autistic 0 446 67182 7 Career Essentials: The Cover Letter Dale Mayer,2011-05-20 Today s economy leaves little room for second chances in the job market Hiring managers are swamped with applications What are you doing to rise to the top of the pile and get noticed If it isn t creating a cover letter driven by facts and filled with punch you aren t doing enough The cover letter is often overlooked as a key marketing tool the perfect introduction It can be blank and uninteresting or it can offer the potential employer exactly what they are seeking Don t overlook this simple step that can improve your chances over other candidates This book walks you through the various elements of a good cover letter taking you through each step with plenty of examples to show exactly what you need to know to create the best cover letter over and over again Make yours the one that brings the light of relief into the recruiter s eye as they see the perfect candidate At just over a hundred pages this concise easy to read guide is full of professional information that will make your job search take off Career Essentials: 3 in 1 Dale Mayer,2011-05-22 This book has it all It s three books in one The print copy is over 375 pages This compilation includes the three Career Essential books The Resume The Cover Letter The Interview Learn everything you need to know right from creating a dynamite resume a compelling cover letter to great interview techniques that will help you nail your interview All three books are available separately and now they are available in one package If you are job hunting looking at changing your career or even considering what options you have this book will help you to gain clarity to make your move regardless of what it is There s no need to wait Learn everything you need to know to get through the process and find the right job for you **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 **The Big Book of Job-Hunting Hacks** Editors of the American Library Association,Brenda Bernstein,John Henry Weiss,2020-08-18 A helpful compendium of tips and tricks to land the perfect job In The Big Book of Job Hunting Hacks experienced job hunting professionals offer detailed advice on

every step of the job hunting process From how to navigate the interview process to how to create the perfect resume this book will help you stand out from your competitors With a new introduction by John Henry Weiss president of a recruitment firm that contextualizes the current economic state as a result of COVID 19 this book offers hundreds of practical tips for those laid off fired or new to enter the workplace Some of the information that this book will explain Which questions you should be asking yourself while researching the market How to craft an effective cover letter The importance of a simple resume format How to negotiate a job offer How to build your own business And so much more Whether you re entry level or nearing the peak of your career *The Big Book of Job Hunting Hacks* is the book for you *RESEARCH METHODOLOGY FOR BEGINNERS* Dr. A. VASUKI,2021-03-27 WHAT IS RESEARCH Research texts offer various definitions for example systematic inquiry that uses orderly scientific methods to answer questions or solve problems Polit what is currently known about nursing by discovery of new facts and relationships through a process of systematic scientific enquiry MacLeod Clark Hockey 1979 Research is diligent systematic inquiry or investigation to validate and refine existing knowledge and generate new knowledge Burns Grove 1993 **How to Get a Great Job** Editors of the American Library Association,2011-04-27 In our difficult time or at any time knowing how to find a great job is a necessary skill All the resources you need for a successful job search are at your fingertips and completely free at your public library It can be a daunting task so here is expert advice on how to conduct proper research build networks of friends and colleagues put together a great resume research industries that are constantly changing prepare for an interview negotiate a contract or a salary and more This could be the turbo boost your job search needs Cover Letters For Dummies[sup]174:[/sup].,2008 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 Guide to Internet Job Searching 2006-2007 Margaret Riley Dikel,Frances E. Roehm,2006-03-23 Listings of industry specific boards that are usually not well known outside an industry Reviews of popular listings and recruiting websites to help focus the search **100 Top Internet Job Sites** Kristina M. Ackley,2000 Going beyond listing popular job posting sites this book also helps career seekers explore Internet opportunities for career assessment networking and company research **Resumes For Dummies** Joyce Lain Kennedy,2007-02-26 Is your job search stalling out after you submit a resume but before you re offered an interview With reinvented recruiting technology unmanageable millions of resumes choking employer databases and

government mandates in the name of diversity a gigantic change has occurred in the recruiting world over the past several years and it demands a fresh look at how you write and market your resumes Whether you re entering the job market for the first time changing jobs or changing careers Resumes for Dummies 5th Edition will show you the ropes and rules for a new era in recruiting and job finding With 85% new content added since the previous edition this up to date guide gives you the very latest strategies on how to create and more importantly distribute your resume in today s new job search environment You ll learn Why most generic online resumes fail How to customize resumes for each job opening New quick ways to find the right jobs How to use meta search engines to your advantage Why both digital and print versions of resumes are still needed How to use resumes interactively The resume basics that still knock em dead How to create resumes for your life s changing phases What to do after you send them your resume With a wealth of sample resumes organized by industry and career field experience level and age and special circumstances along with tips on choosing professional resume help and other valuable resources Resumes for Dummies 5th Edition will help you get noticed in a universe saturated with billions of resumes and more on the way

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*Nail the Job Interview!* Caryl Rae Krannich,Ronald L. Krannich,2003 Offering 101 dynamite answers to interview questions this popular interview prep guide reveals the inside story to participating in effective job interviews

**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

Knock 'em Dead Cover Letters Martin Yate,2012-10-18 Write a cover letter that will get you the interview In this newest edition of the bestselling cover letters guide Martin Yate shows you how to dramatically increase your chances of landing an interview with a dynamic cover letter Inside this book you ll find all new examples of cover letters

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