




# COVER LETTER SAMPLE



<b>Heading</b>	→	John Doe 1234 Main Street Westside Florida 12345 John.Doe@gmail.com 1800 123456 01/01/2020
<b>Greeting</b>	→	Dear Mr. Smith
<b>Introducing Yourself</b>	→	My name is John Doe and I am a newly trained manager within the hospitality sector. I am very excited to have recently completed various courses in this field and am a driven and enthusiastic individual.
<b>Reason For Writing</b>	→	I am writing to you in response to your advert for the hotel manager position which was advertised on Facebook and would ask that you look over my enclosed resume and consider me for this position.
<b>Education And Previous Experience</b>	→	As mentioned previously, I have recently completed a variety of management courses including the following: <ul style="list-style-type: none"><li>• Advanced hospitality management</li><li>• Management in the hotel industry</li></ul> For both of these courses, I passed with merit and also have qualifications in IT and Telecommunications, as well as a Diploma in Spanish. I previously worked within a 4 star establishment, and worked my way up from cleaner, to assistant manager. At which point, my previous employer put me forward for the training which I have just completed.
<b>Why Are You Interested In This Position?</b>	→	I am very interested in joining your hotel and the management role is something that excites me very much. In my previous job, I feel that I have gained all the necessary skills that I will need to excel in my career and am looking forward to employing these skills in a fresh new environment.
<b>Why Should They Employ You?</b>	→	I believe that it would be in your best interest to hire me as your new hotel manager because I am extremely hard working and dedicated to everything that I do. As well as this, I am excited to share a fresh and innovative approach to management which I believe will only benefit your establishment. I am keen to learn further skills in order to keep up with the latest information and techniques in the field and am looking forward to meeting new people and sharing ideas.
<b>Closing Statement</b>	→	I would like to take the time to thank you for considering my application and for spending your time reading this letter. It would be a pleasure to speak with you as soon as ever possible and I look forward to your correspondence.
<b>Sign Off</b>	→	Regards John Doe 

# How To Make A Cover Letter

**Brian Smith**



## **How To Make A Cover Letter:**

**101 Best Cover Letters** Jay A. Block, Michael Betrus, 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 **Stand Out**

**Cover Letters** Mark Baker, 2016-07-20 **BOOK DESCRIPTION WANT TO KNOW HOW TO GET A JOB IN THE OVERCROWDED JOB MARKET** Don't be like everybody else and do what everybody else is doing Learn how to write cover letters that stand out Once you know how you'll be able to write cover letters for jobs you really want that showcase you as a standout candidate to get you the job interview This book will show you how The approach to cover letter writing in this book is different to others 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 letter A 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 market Simple 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 **How to Write a Cover Letter** Theodore Kingsley, 2023-06-26 **Cover Letters In A Week** Pat Scudamore, Hilton Catt, 2013-03-29 Sunday Understand the

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**How To Write A Cover Letter: Cover Letter Examples** Brian Smith, The book How To Write A Cover Letter Cover Letter Examples provides a comprehensive guide on crafting effective cover letters It covers various aspects of writing a cover letter from understanding the job description and tailoring it to the specific requirements to showcasing skills addressing employment gaps and concluding the letter professionally The book also discusses cover letter formatting proofreading and editing along with providing examples and templates for different scenarios It emphasizes the importance of follow up after submitting a cover letter and provides guidance on submitting via email online portals or physical mail Overall this book aims to assist readers in creating compelling cover letters that grab the attention of employers and increase the chances of securing an interview

**The Cover Letter Book** James Innes,2015-11-10 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

**How to Write an Impressive CV and Cover Letter** Tracey Whitmore,2017-12-21 Your CV cover letter and LinkedIn profile are your first communication with a prospective employer As the job market is more competitive than ever grabbing an employer s attention and making the right first impression has never been more important If you compromise on the quality of your CV cover letter and LinkedIn profile you reduce your chances of winning an interview This book which will appeal to anyone from entry level to board level is a step by step guide on how to approach job hunting and achieve a killer competitive advantage by producing an impressive CV cover letter and LinkedIn profile Invaluable views and advice from senior HR and industry professionals who are often the first point of entry are provided throughout the book How to Write an Impressive CV and Cover Letter will support jobseekers through the entire job hunting process It offers access to practical real life examples of CVs and cover letters that have secured interviews and helped individuals win their dream job Readers will gain access to these documents together with valuable templates as part of the book

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*The Cover Letter Book* James Innes, 2012-12-14 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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**The Complete Idiot's Guide to the Perfect Cover Letter** Susan Ireland, 1997 Provides advice on creating effective cover letters and includes sample cover letters for such situations as following up a job interview thanking someone for a job offer and requesting information

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