

Siobhan Keenan

IT Researcher

July 1, 2018

Marcel Steinhoff
HR Manager
SmogTech Solutions
350 5th Ave
New York, NY 10118

Dear Mr. Steinhoff,

As a longtime user and fan of SmogTech's peerless cloud services, I was thrilled to see the opening for an entry-level IT researcher. With my IT university background as well as a dedicated consumer of your cloud offerings, I know I can use my skill set and knowledge to quickly become a valuable member of the SmogTech team.

In my former role in my university's IT laboratory, I had numerous responsibilities and achievements which would serve me well in this entry-level role at SmogTech. I'm proud to have been on a team which pioneered some innovative new IT best practices. On top of that, my diverse set of projects there have often maintained an enviable position as public-sector winners, and I'm sure that I could garner similar results at SmogTech, such as:

- New method for documenting bugs which reduced operational downtime by 52%
- Initiated system for merging data streams into single output which led to a 26% increase in productivity.

Obtaining the IT research position at SmogTech would be a digital dream come true. You see, SmogTech's user-friendly cloud development platform is what inspired my fondness for tech. As such, there is no other firm that would make me as happy to work for. I know that, should I be granted the researcher position, I'd be the envy of my circle of friends!

I would welcome the chance to discuss your current tech and research objectives and show you how my successes at university can translate into growth for SmogTech.

Sincerely,

Siobhan Keenan

P.S. - I'd love the opportunity to sit down with you and go over how I can bring similar results (26% productivity increase) to your office, as well.

Personal Info

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How To Write An Entry Level Cover Letter

Priscilla K. Shontz, Richard A. Murray



How To Write An Entry Level Cover Letter:

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 Guide to Basic Cover Letter Writing** Public Library Association, Editors of VGM, 2003-09-05

A solid well written cover letter is crucial to getting a job interview Written under the auspices of the Job and Career Information Services Committee of the Public Library Association a group of librarians with many years of collective experience in researching and providing job assistance information this practical guide provides easy to follow instruction in crafting outstanding cover letters for any type of position Completely updated it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies **How to Write the Perfect Federal Job**

Résumé & Résumé Cover Letter Melanie Williamson, 2011 Accompanying CD ROM contains sample resumes and cover letters and several PDFs from USAJOBS gov 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 *The Guide to Basic Cover Letter Writing* Steven Provenzano, 1995

Sooner or later you'll want to apply for a job and you know you won't be the only one applying To make your qualifications stand out front the crowd you have to know how to present them There's no better way to match your sales pitch to your reader's interests than with a great cover letter A cover letter gives yourself a chance to focus on your strongest points It lets you tell more about yourself than a resume can And it lets you say it straight to your reader one on one **Microsoft 365 Word Tips and**

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Introduction to Hospitality Management Dennis R. Reynolds,Imran Rahman,Clayton W. Barrows,2021-06-02 The hospitality industry s rapid evolution provides career seekers with tremendous opportunity and unique challenges Changes in the global economy rising interest in ecotourism the influence of internet commerce and myriad other trends contribute to the dynamic nature of this exciting field Introduction to Hospitality Management presents a thorough overview of historical perspectives current trends and real world practices Coverage of bar and restaurant management hotel and lodging operations travel and tourism and much more gives students a comprehensive survey of this rewarding field Focusing on practicality this text presents real world examples of traditional methods alongside insightful discussions surrounding changes in consumer demands and key issues affecting the industry The industry s multifaceted nature lends itself to broad exploration and this text provides clear guidance through topics related to foodservice operation convention management meeting planning casino and gaming management leadership and staffing financial and business models and promotion and marketing Emphasis on career planning and job placement strategies give students a head start in charting their future in hospitality

How To Pass That Job Interview 5th Edition Julie-Ann Amos,2011-07-01 Now in its 5th edition this book includes The latest trends and expectations from employers in an ever changing marketplace Specific advice for beginners from an industry expert Updated information on

how the world of interviews works and what employers hate most

Write to TV Martie Cook, 2020-08-11 In *Write to TV* third edition industry veteran Martie Cook offers practical advice on writing innovative television scripts that will allow you to finally get that big idea out of your head and onto the screen With this book you ll learn to craft smart original stories and scripts for a variety of television formats and genres including comedy drama pilots web series and subscription video on demand This new edition has been updated with expanded coverage on writing for global audiences content creation for streaming services such as Netflix Amazon and Hulu as well as writing the web series podcasts and utilizing free platforms such as YouTube It also features new chapters on writing for niche markets breaking into the writers room creating binge worthy series and how to accompany pilot scripts with a series pitch document Plus expanded information on creating complex and compelling characters including writing anti heroes and strong female protagonists and much much more Including information directly from studio and network executives agents and managers on what they re looking for in new writers and how to avoid common pitfalls advice from successful creators and showrunners on creating original content that sells and tips from new writers on how to get into a writers room and stay there This book contains information from more than 20 new interviews access to sample outlines script pages checklists and countless other invaluable resources and is the ideal book for anyone who wants to break into the TV writing industry

Career Planning Strategies C. Randall Powell, 2004 *Career Planning Strategies* is designed to be used by anyone looking to enter into a new career or job field This text will help students discover career happiness and job satisfaction The approach of this text goes beyond the one shot job hunt It shows students how to be continuously in charge of their career The focus of *Career Planning Strategies* is on planning Planning involves developing a systematic approach to the direction students want their working life to take The approach described in this book not only sets the plan but shows students how to implement it as well Excellent source for resume material Helps prepare students for interviews Applicable for senior seminar courses For junior senior career planning courses

What Do Employers Want? Priscilla K. Shontz, Richard A. Murray, 2012-06-05 A candid comprehensive and insightful explanation of what library school students need to do in order to maximize their chances of getting a professional position immediately after graduation While library schools provide graduates with a solid understanding of library science concepts many diploma holders have no clear plan for finding a desirable job with their knowledge The information in *What Do Employers Want A Guide for Library Science Students* will be extremely valuable for students currently in Masters of Library Science program as well as recent recipients of MLS degrees regardless of what kind of work environment they wish to work in The book guides readers through the process of planning a job search step by step Divided into two major sections the student experience and the job search the authors provide critical advice derived from their combined 30 years of real world in the field experience Specific topics include choosing classes gaining practical experience while in school establishing a professional image gaining skills that make applicants more marketable writing effective resumes and cover letters

interviewing and negotiating a job offer **How to Survive Your First Job or Any Job** Ricki Frankel, 2009-03-01 In this informational and necessary book hundreds of gainfully employed young people detail their experiences launching their careers They offer real world tips and advice on looking for and landing a first job doing well at work and simply hanging in there Their stories cover the gamut of work life dealing with difficult bosses weird coworkers less than ideal environments and tasks and climbing up or slipping down the corporate ladder from those who have been there done that and lived to tell about it **Principles and Practice of Sport Management** Lisa Pike Masteralexis, Carol A. Barr, Mary Hums, 2018-08-31 Updated and revised with the latest data in the field Principles and Practice of Sport Management Sixth Edition provides students with the foundation they need to prepare for a variety of sport management careers Intended for use in introductory sport management courses at the undergraduate level the focus of the Sixth Edition is to provide an overview of the sport industry and cover basic fundamental knowledge and skill sets of the sport manager as well as to provide information on sport industry segments for potential employment and career opportunities **Career Planning in Criminal Justice** Thomas J Doyle, Robert C DeLucia, 1998-01-01 Career Planning in Criminal Justice *The Everything Cover Letter Book* Burton Jay Nadler, 2005-06-01 Get the interview with professional correspondence Completely updated for today's competitive job market The Everything Cover Letter Book 2nd Edition is what you need to get your foot in the door With hundreds of resumes lined up for the job you want it seems impossible to get yours to rise to the top of the pile You need a superior cover letter to sell yourself when you're not there to do the talking Make a memorable first impression and get the job you want with this authoritative reference as your guide This new edition includes 200 plus cover letters revised for today's industries Techniques to highlight the best qualities on your resume Tips on industry trends Savvy advice on how to grab your reader's attention Detailed guidance on how to polish your letter to perfection Formatting guidelines to follow for letters emails notes and more Dos and Don'ts based on specific job applications With sample letters for every job seeker from stay at home moms to traveling CEOs The Everything Cover Letter Book 2nd Edition is the only guide you'll need to land the job of your dreams **Tips from your Job Coach** Dona Woodley-Davis M. Ed., Making It in Book Publishing Leonard Mogel, 2010-08

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