

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

How To Type A Cover Letter

Mark Steyvers



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Table of Contents How To Type A Cover Letter

1. Understanding the eBook How To Type A Cover Letter
 - The Rise of Digital Reading How To Type A Cover Letter
 - Advantages of eBooks Over Traditional Books
2. Identifying How To Type A Cover Letter
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an How To Type A Cover Letter
 - User-Friendly Interface
4. Exploring eBook Recommendations from How To Type A Cover Letter
 - Personalized Recommendations
 - How To Type A Cover Letter User Reviews and Ratings
 - How To Type A Cover Letter and Bestseller Lists
5. Accessing How To Type A Cover Letter Free and Paid eBooks

- How To Type A Cover Letter Public Domain eBooks
- How To Type A Cover Letter eBook Subscription Services
- How To Type A Cover Letter Budget-Friendly Options
- 6. Navigating How To Type A Cover Letter eBook Formats
 - ePub, PDF, MOBI, and More
 - How To Type A Cover Letter Compatibility with Devices
 - How To Type A Cover Letter Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of How To Type A Cover Letter
 - Highlighting and Note-Taking How To Type A Cover Letter
 - Interactive Elements How To Type A Cover Letter
- 8. Staying Engaged with How To Type A Cover Letter
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers How To Type A Cover Letter
- 9. Balancing eBooks and Physical Books How To Type A Cover Letter
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Type A Cover Letter
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine How To Type A Cover Letter
 - Setting Reading Goals How To Type A Cover Letter
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of How To Type A Cover Letter
 - Fact-Checking eBook Content of How To Type A Cover Letter
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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