

## Contact Details

Name  
Address  
Phone number  
Email address

01

Jane Jobscan  
Seattle, WA 98101  
(555) 555-5555 - jane.jobscan@jobscan.co.linkedin.com/in/jane-jobscan

## Date

02

February 25, 2023

## Recipient's Information

03

Lavinia Smith  
Hiring Manager  
Media Raven, Inc.  
Ponteversville, MS 38862

## Greeting

Whenever possible, address the hiring manager by name.

04

Dear Ms. Smith:

## Opening

Who are you?  
What are your relevant skills and accomplishments?

05

I read your advertisement for a marketing manager at Media Raven Inc. with great interest.

As J&J Company's marketing manager since 2018, I directed all phases of both the creative and technical elements of marketing initiatives including data mining, brand creation, print/web collateral development, lead generation, channel partner cultivation, customer segmentation/profiling, as well as CRM and acquisition strategies.

## Body (1-3 paragraphs)

What do you know about the company?  
Why are you applying for this job?  
What value can you bring to the company?  
Include measurable results when possible.

06

Perhaps most importantly, I offer a history of proven results, as evidenced by the following marketing accomplishments for my current employer:

- Captured a 28% expansion in customer base since 2018, achieved during a period of overall decline in the retail industry.
- Led national marketing campaign (comprised of trade show, media, and PD initiatives) of my company's newly launched technology services division.
- Developed and executed SEO strategy that achieved and sustained top 3 rankings on Google (organic, nonpaid results) for key product search terms.
- Oversaw the creation of a new company logo and rebranded 100+ products to cement a cohesive corporate identity and support new company direction.

Given the opportunity, I'm confident in my ability to achieve similar groundbreaking marketing results for Media Raven, Inc.

## Closing

Reiterate your interest.  
Add a Call to Action.  
Mention any attachments.

07

Ms. Smith, I would welcome the chance to discuss your marketing objectives and the ways I can help you attain them. Feel free to call me at (555) 555-5555 or email me at jane.jobscan@jobscan.co to arrange a meeting. I look forward to speaking with you.

## Professional sign-off

08

Sincerely,  
Jane Jobscan

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**The Complete Resume Guide** Marian Faux,1995 This popular guide features over 75 sample resumes designed for 200 job classifications for everyone from recent grads to mid career job changers and from blue collar workers to professionals

*Vault Guide to Resumes, Cover Letters & Interviews* ,2001 Professional career guide from the Vault Career Library uniquely combining all three areas of job searching and interviewing

**Specifications and Drawings of Patents Issued from the U.S. Patent Office** United States. Patent Office,1872

**The Manager's Guide to Effective Business Writing** ,2000

*Alaska Career Guide* ,1996

**Miracle Sales Guide** Mark Jones,James Healey,1973

**The Athenaeum** James Silk Buckingham,John Sterling,Frederick Denison Maurice,Henry Stebbing,Charles Wentworth Dilke,Thomas Kibble Hervey,William Hepworth Dixon,Norman Maccoll,Vernon Horace Rendall,John Middleton Murry,1877

**Action-getting Resumes for Today's Jobs** Gary Turbak,1983 After explaining the basic method of building a resume it continues with a chapter on cover letters followed by a large selection of sample resumes

Specifications of Letters Patent for Inventions and Provisional Specifications ,1881

**Handbook For Freelance Writing** Michael Perry,1998-06 Tells you everything you need to know to build a thriving business as a freelance writer

**Microsoft Powerpoint 2000 Introductory Edition** Timothy J. O'Leary,Linda I. O'Leary,1999-11 The O Leary Series is the true step by step way to develop computer application skills The new design emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text

**The Truthseeker's Guide to the Investigation of Modern Spiritualism. Edited by F. W. M.** Francis Ward MONCK,1876

**Specifications and Drawings of Patents Relating to Electricity Issued by the U. S. ,**1893

**Poets & Writers** ,2008

*Employment Strategies for Career Success* Robert W. Rasberry,2004 Robert Rasberry s *Employment Strategies for Career Success* provides a thorough look at how to manage a successful career search The book covers all aspects of career searches including negotiations the case interview and confronting nervousness in interviewing *Employment Strategies* is a useful tool for any reader or executive as they strategically search for career fulfillment

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Business Communication H. Dan O'Hair,James S.

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web oct 3 2023 the joint commission recommends that your hospital maintains a temperature of 72 to 78 degrees f for sterile storage areas in addition you should have a maximum relative humidity of 60 percent the temperature of your building may not be something you think about unless it s uncomfortably cold or hot

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web all room air exhausted directly to outdoors air recirculated by room units design relative humidity design temp c  
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web may 20 2022 temperature range 72 to 78 f or 22 to 26 c organizations with existing facilities constructed or plans approved prior to july 5 2016 may comply with the 2012 ventilation requirements in nfpa 99 or the version of nfpa 99 in effect at the time of the ventilation system installation

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web jan 14 2021 warmer temperatures 75 f 24 c are recommended in areas that require greater degrees of patient comfort for example warmer temperatures are usually preferred in hospital patient rooms and delivery rooms a standard temperature range of 70 f to 75 f 21 c to 24 c can be used in most other healthcare zones

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web apr 23 2008 1 3 8 the temperature setting on forced air warming devices should be set at maximum and then adjusted to maintain a patient temperature of at least 36 5 c 2008 1 3 9 all irrigation fluids used intraoperatively should be warmed in a thermostatically controlled cabinet to a temperature of 38 c to 40 c 2008

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web to control both air temperature and humidity accurate humidity control also helps protect electronic equipment against electrostatic discharges ensuring a safer place for personnel and visitors and at the same time safeguarding patient health standards for operating rooms european directive 2002/91/ec and the en iso

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web mar 2 2020 each space and any special clinical needs for temperature humidity and pressure control the program shall include space names and paragraph numbering references from the applicable version of the fgi guidelines for design and construction of hospitals and outpatient facilities for each space noted within the program this

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