

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

Cover Letter This Month Download

Rosina Ehmann



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Microsoft Office Professional 2013 Plain & Simple Katherine Murray, 2013-02-15 Learn the simplest ways to get things done with Microsoft Office 2013 Get the full color visual guide that makes learning Microsoft Office 2013 plain and simple Follow the book's easy steps and screenshots and clear concise language to learn the simplest ways to get things done with Microsoft Word Excel Outlook PowerPoint Access Publisher and OneNote Here's WHAT you'll learn Navigate with mouse keyboard or touch Create documents reports databases and presentations Share your desktop worksheets and files Manage your email and organize your calendar Stay connected with online meetings and instant messaging Access your programs and your documents via the cloud Here's HOW you'll learn it Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS Exercises to apply what you learn right away

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 you 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

You're Hired! Compelling Covering Letters Jude Hanley, Liz Dinse, 2024-01-01 This book is a must Packed full of top tips in an easy to digest format Chris Targett RCDP Chair of the Careers Writers Association Harness the power of AI to transform your covering letter stress to application success Are you puzzled by job adverts that request a covering letter with your CV Experts Liz Dinse and Jude Hanley guide you step by step through the process of planning writing and submitting a captivating covering letter A significant factor in the success of your job search a great covering letter will allow you to initiate a conversation with your potential employer and express your enthusiasm for the role Packed with essential examples and expert tips to make your letter stand out inside you'll find Advice on how to use AI writing tools effectively Accessible and actionable advice for job seekers at all levels Example letters for a range of circumstances Advice on how and when to disclose personal information

This indispensable guide will help you gain a competitive edge and get you shortlisted for that crucial job interview

Career Planing Wings of success, Do you have the passion to make it big in life But not sure wich career to choose Are you confused Fret not **Life After Residency** Melissa T. Berhow,William W. Feaster,John G. Brock-Utne,2022-07-27 This 2nd edition has been updated and offers residents an even more useful step by step guide to achieving a successful and fulfilling career in medicine The book s authors began running seminars at Stanford to advise their residents on various important topics not traditionally taught in medical school or residency but all essential for establishing a successful career in medicine These topics include creating a curriculum vitae and landing a great job financial advice for student loans and retirement planning understanding malpractice insurance applying to medical staffs and other important topics Each chapter from the previous edition is expanded and updated New chapters have been added to address the following key topics EMRs Payment for services Leadership Understanding hospital administration Physician wellness Loaded with sage advice and practical wisdom Life After Residency 2nd Edition continues to be an invaluable asset for every resident during the transition from residency to life thereafter How to ace any job interview Wings of Success, Interview jitters Fear not Watch yourself sail through all your interviews as you become an authority on what it takes to succeed *Nueva Luz* ,2003 **The College Board Scholarship Handbook** ,2003 *Microsoft Word 2003* Nita Hewitt Rutkosky,2004 Appropriate for self study or classroom use this text reviews the features and commands for creating and editing documents with the Word 2003 word processing program in preparation for taking a Microsoft Office certification exam at the specialist or expert skill level The 2003 edition adds a chap **Microsoft Word 2003 Specialist Certification** Nita Hewitt Rutkosky,2004 What you ll find inside Instruction and practice in how to create print format and edit documents Strategies for enhancing the visual appeal and clarity of documents How to s for creating and formatting tables and inserting graphic elements Exercises designed to develop problem solving skills and decision making ability Chapter challenge that includes a case study a help exercise and an applications integration activity Quicksteps in page margins summarize the steps to execute features Publisher **Killer Cover Letters and Resumes** ,2008 2003-2004 Ninth Bi-annual National Directory of Arts Internships Ron Clawges,2003 The National Directory of Arts Internships provides a list of more than 1 220 Host Organizations offering approximately 5 000 internships throughout the USA This directory includes opportunities for careers in Art Design Art Management Consortium Dance Festival Film Video Intern Referral and Placement Services Literary Multidisciplinary Museum Gallery Music Performing Arts Design Technology Art Fields Photography Theatre and Writing Advertising PR Journalism and Communications **Novel and Short Story Writer's Market 96** Robin Gee,1996 Fiction writers turn to this resource each year for infomation on fiction markets contests conferences writers colonies and other opportunities Helpful articles and interviews with professional writers add to the guide s appeal CMJ New Music Report ,2000-02-14 CMJ New Music Report is the primary source for exclusive charts of non commercial and college radio airplay

and independent and trend forward retail sales CMJ's trade publication compiles playlists for college and non commercial stations often a prelude to larger success **World Pass Advanced: Teacher's Edition** Susan Stempleski, 2005-10 To help students expand their fluency World Pass focuses on dynamic vocabulary building essential grammar and stimulating listening speaking reading and writing activities that emphasize the language they need for real world communication

Novel & Short Story Writer's Market ,1996 **Commercial Investment Real Estate** ,2004 *Opera America Newslines* ,2001 **The Independent Film & Video Monthly** ,2004 Microsoft Office Outlook 2003 QuickSteps Martin Matthews, Kellen Diamanti, Curt Simmons, 2004-02-26 Brace yourself because here comes QuickSteps The fast easy accessible information on Outlook 2003 in a full color cookbook style format Provides answers to all of your How do I questions in a concise and meaningful way Lengthwise page layout allows for easy page viewing Useful tips and cautions are displayed in the margins so that they don't break the flow of the quick steps themselves

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