

SIMPLE COVER LETTER

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[Today's Date]

[Hiring Manager's Name]

[341 Company Address]

[Company City, State XXXXX]

[(XXX) XXX-XXXX]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

This letter is in regard to my interest in applying for the entry-level paralegal position at [Company Name]. With my skills and qualifications, I am more than capable of providing paralegal support services to protect your company's innovations and intellectual property.

While pursuing an Associate Degree in Paralegal Studies from Southern Community College, I have developed knowledge of intellectual property law. As a member of the Junior Paralegal Club, I was able to stay up to date on all current affairs in relation to corporate law. With an internship at a mid-size law firm I was able to apply this knowledge and gain hands-on experience in the field.

During my internship with The Wachester Firm, I was responsible for:

- The preparation of documents for criminal and civil trials by scheduling and conducting interviews with clients, witnesses, and other lawyers
- Creating and maintaining a paper and electronic litigation database
- In-depth research and analysis of cases on corporate governance and litigation

Together, I believe my educational background and internship experience make me a suitable candidate for the paralegal position at your firm. I have attached my resume highlighting my academic and professional skills, and I look forward to hearing from you in due course. I appreciate your time and consideration.

Sincerely,

[Your Name]

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N Colangelo

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the name bar.

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Federal Register ,2008-06-12 *Teaching Internet Basics* Joel A. Nichols,2014-10-14 Perfect for public librarians instructional librarians technology and digital resource specialists and library training specialists this book is an essential resource for digital literacy instruction According to Pew research published in 2013 two thirds of public libraries report that technology training is important in their communities and that 86 5 percent of public libraries offer classes on general Internet use Despite the ubiquitous nature of the Internet and digital media digital literacy instruction remains one of the major job duties of 21st century librarians In this book author Joel Nichols helps you to close the digital divide and make a difference in increasing information and digital literacy for your patrons offering tested content and methods that will make it easier for librarians to provide effective digital literacy instruction With its discussion of key Internet safety and security topics for inexperienced Internet users this hands on practical guide is what you need for approaching and solving these digital literacy instructional challenges This manual serves librarians who are teaching computer and Internet basics to patrons with little or no experience by providing a packaged solution with ready made training scripts and practical examples that teach basic digital literacy techniques The guide also fills any gaps in your knowledge or experience and gets you up to speed with the latest digital information needs of users in order to form a solid foundation from which to provide instruction with the supplied curriculum

Today's Medical Assistant Kathy Bonewit-West,Sue A. Hunt,Edith Applegate,2012-10-04 Bringing together the clinical know how of Kathy Bonewit West the administrative expertise of Sue Hunt and the anatomy and physiology knowledge of Edith Applegate this unique hands on text guides you through the medical knowledge and skills you need to succeed in today s fast paced medical office The latest standards and competencies for the medical assistant have been incorporated into this new edition along with expanded coverage on important topics such as nutrition the electronic medical record ICD 10 emergency preparedness and disaster planning time management and computerized prescription refills Consistent meticulous coverage throughout the main text IRM SG DVDs Evolve and more provide reliable content and unparalleled accuracy Over 90 procedural videos on DVD and online provide a visual representation of important procedures Expanded Student Evolve site contains all animations games such as Quiz Show and Road to Recovery drag and drop exercises Apply your Knowledge exercises Prepare for Certification exercises matching exercises and other helpful activities such as blood pressure readings determining height and weight and drawing up medication What Would You Do What Would You Not Do boxes and responses offer applications of real life case studies Clear and concise Anatomy and Physiology coverage covers the basics of A P and eliminates the need for a separate A P text Content updates reflect the latest competencies for medical assistants and ensure you have the most current information on the newest trends and updates in the medical assisting world 8th grade reading level makes material approachable and easy to understand New chapter on Emergency Preparedness offers a well rounded perspective on what to do in specific emergency situations New

OSHA Bloodborne Pathogens video improves your understanding of personal safety following the OSHA standards
Pronunciation section in the Terminology Review gives you confidence with pronunciation and medical knowledge
Application to EMR where appropriate prepares you for the real world by dealing with electronic medical records

Beginning iOS Programming For Dummies Rajiv Ramnath, Cheyney Loffing, 2014-04-14 The ultimate beginner's guide to programming in the iOS environment The Apple App Store is a gold mine for developers but with more apps for the iPhone iPad and iPod touch being added every day it's essential to have a solid programming foundation to create the best apps possible If you're eager to learn the ins and outs of iOS programming this is your book It teaches object oriented programming within the iOS framework from the ground up preparing you to create the next super iPhone or iPad app Get a handle on the iOS framework object oriented best practices and the Xcode programming environment then discover how to create simple interfaces use libraries create and extend objects and more Whether you're just starting out in programming or only new to iOS For Dummies is the perfect beginning Focuses on teaching object oriented programming within the iOS framework and includes best practices for building apps that are easy to debug evolve and maintain Uses simple examples to demonstrate object oriented programming output in the iPhone environment while teaching real world programming concepts and applications Provides a thorough understanding of the framework and object oriented principles to help beginning programmers make optimum use of iOS Covers working with the Xcode environment and storyboards creating simple interfaces using libraries functions structures arrays and pointers and creating and extending objects Beginning iOS Programming For Dummies is your straightforward guide to getting started with iOS programming **Commerce**

Business Daily, 2000 **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 Confronting Today's Issues Chad Prosser, Denise Spiro, Jeffrey L.

Buller, 2019-12-10 This book examines some of the most important challenges facing administrators and other professionals in PreK 12 schools today safety and security hiring and evaluating members of the faculty and staff dealing with students academic and behavioral challenges assessing student performance responding to disengaged or overly engaged parents and handling external pressures from the community It also explores ideas for how to design the types of school our students will need in the future and cope with the realities of trying to develop these schools in a difficult educational environment Preferring practical advice over unsupported hypotheses and adopting clear instructive language rather than educational jargon the authors draw upon their own experience as well as some of the best research currently being conducted in the

field of educational leadership The book is suitable for self study workshops education courses and in serve programs The target audience is current and prospective PreK 12 administrators teachers student teachers and staff [Ferguson Career Resource Guide to Internships and Summer Jobs, 2-Volume Set](#) Carol Turkington,2014-05-14 Provides details on over 550 internships and summer jobs **CMJ New Music Report** ,2003-12-22 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 [Specifications and Drawings of Patents Issued from the United States Patent Office](#) United States. Patent Office,1885 **Congressional Record** United States. Congress,1995 **How to Get a Green Card** Ilona Bray,2024-05-28 The ultimate green card guide The U S immigration system is an enormous bureaucracy so it s vital that you understand it before attempting to apply for a green card Making a mistake can lead to delays and hassles or even ruin your chances for success How to Get a Green Card provides everything you need to know about qualifying for permanent U S residence if you don t have an employer sponsoring you Find out how to work with U S officials and prepare and present the right documents at the right time to get a green card through parents siblings or adult children a U S spouse or fianc green card lotteries diversity visa political asylum or refugee status a U visa for crime victims or another category you might qualify for The 16th edition covers the latest income requirements for family based green card applicants additions to the list of countries whose citizens may obtain Temporary Protected Status and more **Virtual and Real-Life Spaces of Jewish Europe in the 21st Century** Maja Hultman,Joachim Schlör,2025-10-06 The first decades of the 21st century have presented numerous challenges for European Jewry far right movements and a rise of antisemitism a global pandemic and a war on European soil At the same time heritage sites commemorating the Jewish past and the use of digital platforms to create new forms of communication and cultural co construction are growing Using a variety of spaces heritage sites museums digital practices urban topography and communal activities as case studies this collective volume analyses whether they might serve as a reminder that despite moments of crisis Jewish life in Europe persists The spatial analysis offered by the volume uses the concept of virtuality as a starting point thereby engaging anew with spatial concepts laid out by scholars in the 1990s Now 30 years later prompted by today s political social and cultural European landscape as well as the increasing role of digitization the authors discuss the meaning of virtuality and how it relates to notions of authenticity and reality in Jewish culture and in Jewish non Jewish relations As such the book provides a fresh take on and a new way forward for the conceptualizations and applications of space which together offer particularly useful avenues to access power relations identity re constructions and performative aspects of the European Jewish experience **GoldMine For Dummies** Joel Scott,2000-04-17 GoldMine For Dummies enables you to use GoldMine to manage client relationships and excel in areas of sales marketing and customer service like never before Written in plain English this book helps you discover the easy way to prospect for customers and mine your

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Topline, Bottom Line: A Simple, Brief, Comprehensive, and Irreverent Writing Guide for Professionals Robert Levine, 2017-11-19 Topline Bottom Line opens by stressing the importance of good writing to business in the Information Age Part One devotes a chapter each to grammar spelling punctuation accuracy of word choice the impact of word choice on writing s tone or style structuring sentences and paragraphs organizing documents and the composition process Part Two presents strategies for the most common types of business writing resum s and cover letters other correspondence company newsletter articles descriptive writing like instructions and job descriptions expository writing such as project reports and employee reviews and persuasive writing like proposals The conclusion asserts that words convey information as definitively as numbers requiring an equal level of precision in their use it also counsels that writing is an art not a science because only the unique circumstances of each writing situation determine what works best for that situation Current Planning Guidelines and Design Standards Being Used by State and Local Agencies for Bicycle and Pedestrian Facilities , 1992

Now Write! Screenwriting Sherry Ellis, Laurie Lamson, 2011-01-06 An essential handbook featuring never before published writing exercises from the acclaimed screenwriters of Raging Bull Ali Terminator 2 Fame Groundhog Day Cape Fear Lost True Blood The Shield and many other hit films and television shows Now Write Screenwriting the latest addition to the Now Write writing guide series brings together the acclaimed screenwriters of films like the Oscar winning Raging Bull Oscar nominated Ali era defining blockbuster Terminator 2 musical classic Fame hit series Lost True Blood and The Shield Groundhog Day Cape Fear Chicken Run Reversal of Fortune Before Sunrise Mystic Pizza Indecent Proposal and many more to teach the art of the story Learn about why it is sometimes best to write what you don t know from Christina Kim Lost Find out how Stephen Rivele Ali Nixon reduces his screenplay ideas down to their most basic elements and uses that as a writing guide Learn why you should focus on your character not your plot when digging yourself out of a plot hole from Danny Rubin Groundhog Day Take tips from Karey Kirkpatrick Chicken Run The Spiderwick Chronicles on how to give an inanimate object intense emotional significance Let Kim Krizan Before Sunrise Before Sunset teach you how to stop your internal critic dead in his tracks This lively and easy to read guide will motivate both aspiring and experienced screenwriters No other screenwriting book offers advice and exercises from this many writers of successful iconic films **Today's Medical Assistant** Kathy Bonewit-West, BS, MEd, Sue Hunt, Edith Applegate, MS, 2015-10-13 Launch your career in medical assisting with Today s Medical Assistant Clinical AIDS Hepatitis latex glove allergies vital signs pediatrics immunization

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