

10 Tips for Writing A Good Cover Letter

Know who might read
your cover letter.



Start with an
attention grabber.

Write it as a problem
solver for the company.



Use numbers & results to
leave an impression.

Keep it short and don't
repeat your resume.



Convey your passion
for the role.

Use a professional
email address.



Make it personalized and
specific to the job.

Follow the instructions
for the application.



Proofread it and
proofread it again.

Cover Letter Tips

Tracey Whitmore

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

Cover Letter Tips:

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web target blood system ducts hormones a endocrine glands release their secretions directly into the blood in other words they have no ducts b endocrine glands secrete chemicals called hormones c hormones are transported from the endocrine glands to all parts of the body by the blood system d

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web the endocrine system produces hormones that function to control and regulate many different body processes the endocrine system coordinates with the nervous system to control the functions of the other organ systems cells of the endocrine system produce molecular signals called hormones

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web this chapter describes the endocrine system and its vital roles in communication control and homeostasis within the human body the focus is on the pituitary gland as the master gland of the endocrine system and three other endocrine glands the thyroid gland adrenal glands and pancreas

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web learning objectives identify the major glands of the endocrine system identify the hormones secreted by each gland describe each hormone s role in regulating bodily functions the endocrine system consists of a series of glands that produce

chemical substances known as hormones

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web 4 how do the hormones released by the endocrine glands get around the body the hormones travel throughout the body

by way of the circulatory system each hormone has certain target cells located in various tissues or organs of the body when

a target cell detects the hormone in the blood the cell absorbs the hormone 5 two of the hormones

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web the endocrine glands secrete hormones b hormones diffuse from interstitial fluids into the blood stream and eventually

act on target cells c paracrine secretions are secretions that do not travel in the blood stream to their targets d autocrine

secretions are secretions that affect the secreting cell itself

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web 9 3 hormones although a given hormone may travel throughout the body in the bloodstream it will affect the activity only

of its target cells that is cells with receptors for that particular hormone once the hormone binds to the receptor a chain of

events is initiated that leads to the target cell s response

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web describe several main differences in the communication methods used by the endocrine system and the nervous system

compare and contrast endocrine and exocrine glands true or false neurotransmitters are a special class of paracrine explain

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