

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

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Huei-Huang Lee



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Vault Guide to Top Internships Samer Hamadeh,2004 This new Vault guide provides detailed information on the internship programs at over 700 companies nationwide from Fortune 500 companies to nonprofits and governmental institutions Report on the Assessment of Electronic Government Information Products Jeanne Hurley Simon,2001-04 A research survey covering the Federal Depository Library Program and how it works project phases and study goals and objectives Phase II of this report methodology survey analysis and findings structure of the questionnaire responses study questions preferred medium and format standards public access to products and authenticity and metadata qualitative findings site visits to Federal Depository Libraries agency meetings interviews with webmasters preservation specialists and information resources management specialists discussion of quantitative and qualitative findings and next steps Bibliography Charts and tables *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 Cash Tracks Jeffrey P. Fisher,2006 A guide on how to make jingles and score video productions this book will teach you how to organize production resources prepare and present your demo recordings work with clients craft profit producing copy promote your work protect yourself legally get the money you deserve and more **Zoho For Dummies** Steve Holzner,2009-06-15 A great way to get started on this new FREE Web based productivity and collaboration tool Zoho is a very cool and free alternative to Microsoft Office Known as cloud computing because it s totally Web based Zoho provides 18 different applications to help you write documents create spreadsheets send e mail and much more People love it but what it doesn t offer are extensive help files so that s where this practical book comes in Zoho For Dummies shows you how to use Zoho s most widely used applications including Zoho Writer Zoho Notebook Zoho Show Zoho Sheet Zoho DB Zoho Mail Zoho Planner Zoho CRM and Zoho Projects You ll get thoroughly up to speed on all common tasks and discover enough tips and

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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

Get the Job You Really Want Erin Devlin,2022-01-01 A practical comprehensive guide to job search and interview success Make your job search interview experience and career a success with Get the job you really want From setting goals to negotiating your job offer you can discover all of the inside tips on how to secure that job or promotion build your value proposition online brand and CV Uncover hidden interview techniques and ways to stand out to employers Be sought after for your skills experience personality and the value that you add to the right environment With over ten years experience in recruitment careers and supporting job seekers Erin Devlin goes behind the curtain and gives you the insider s guide to job search success In a world where we spend more than a third of our waking week at work why not make it enjoyable engaging and fulfilling Bring your skills experience and talents to the fore and help your career take off Don t just get a job Get the job you really want

Career Essentials: The Cover Letter Dale Mayer,2011-05-20 Today s economy leaves little room for second chances in the job market Hiring managers are swamped with applications What are you doing to rise to the top of the pile and get noticed If it isn t creating a cover letter driven by facts and filled with punch you aren t doing enough The cover letter is often overlooked as a key marketing tool the perfect introduction It can be blank and uninteresting or it can offer the potential employer exactly what they are seeking Don t overlook this simple step that can improve your chances over other candidates This book walks you through the various elements of a good cover letter taking you through each step with plenty of examples to show exactly what you need to know to create the best cover letter over and over again Make yours the one that brings the light of relief into the recruiter s eye as they see the perfect candidate At just over a hundred pages this concise easy to read guide is full of professional information that will make your job search take off

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