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August 4, 2030

Estelle Darcy
Recruitment Specialist
Austen Tech
123 Anywhere St.
Any City, ST 12345

Dear Ms. Darcy,

A cover letter allows you to professionally introduce yourself to a prospective employer. Your goal in writing your cover letter should be to encourage the employer to read your resume and consider you for a specific position.

Highlight your achievements, skills, experiences, and training that are relevant to the position you want to get. However, avoid simply repeating the information you included in your resume. Tailor your cover letter to each employer and job. Since you are applying for specific roles, give specific examples and events that demonstrate your ability to perform well if given the position.

Yes, you should maintain a professional air throughout the copy, however, an exceedingly formal tone may turn off those who read it. Remember to also show genuine enthusiasm for the job. You can think of it this way: it's not a suit-and-tie event, but a smart casual gathering. Steer away from highly personal information and questions about the position. This includes talking about salary expectations and company benefits. Instead, reserve such inquiries for the actual interview.

Make sure you proofread your cover letter before sending it. There are various online tools that can help you catch minor grammatical or typographical errors. Additionally, make sure your cover

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Career Secrets Exposed , 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

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software to edit and tweak your Web sites and how to read the basic code that all Web sites are created in In addition an entire chapter is devoted to teaching you how to promote your Web site and draw traffic to it without spending a dime in the process You will learn why information is the most valuable asset on the market and how you can become an expert in a niche of your choosing making money to cover any fees associated with your Web site With the added resource of hours of interviews with web professionals you will learn which free resources not to use and which ones to outright avoid as well as how to find and install open source modules and tools to enhance the look and feel of your site You will learn where you can find copyright free images to use on your Web sites and how to get free copy that will draw traffic and entertain your visitors You will learn how to keep a free Web site from falling into the traps the major search engines set to stop spam and ultimately how to leverage new friends business contacts and interactions out of your Web site If you are now or have ever considered starting your own Web site before this book will map the way for you *Get the Job or Career You Want Digital Book Set* Ford R. Myers, Scott Gerber, Gayle Laakmann McDowell, Jay Conrad Levinson, David E. Perry, John B. Molidor, Barbara Parus, 2014-03-07 **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 **'a' Level Computing (5th Edition)** Pat Heathcote, Sylvia Langfield, 2004-08-15 This standard textbook has been comprehensively revised by experienced teacher and examiner Sylvia Langfield Arranged in five modules corresponding to the AQA specification there are exercises and past exam questions at the end of each chapter *A Data Scientist's Guide to Acquiring, Cleaning, and Managing Data in R* Samuel E. Buttrey, Lyn R. Whitaker, 2017-10-24 The only how to guide offering a unified systemic approach to acquiring cleaning and managing data in R Every experienced practitioner knows that preparing data for modeling is a painstaking time consuming process Adding to the difficulty is that most modelers learn the steps involved in cleaning and managing data piecemeal often on the fly or they develop their own ad hoc methods This book helps simplify their task by providing a unified systematic approach to acquiring modeling manipulating cleaning and maintaining data in R Starting with the very basics data scientists Samuel E Buttrey and Lyn R Whitaker walk readers through the entire process From what data looks like and what it should look like they progress through all the steps involved in getting data ready for modeling They describe best practices for acquiring data from numerous sources explore key issues in data handling including text regular expressions big data parallel processing merging matching and checking for duplicates and outline highly efficient and reliable techniques for documenting data and recordkeeping including audit trails getting data back out of R and more The only single source guide to R data and its preparation it describes best practices for acquiring manipulating cleaning and maintaining data Begins with the basics and walks readers through all the steps necessary to get data ready for the modeling process Provides expert guidance on how to document the processes described so that they are reproducible Written by seasoned professionals it provides both introductory and advanced techniques Features case studies

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