

Cover Letter Structure

1. Contact Details

2. Intro

- Personal information
- What you're applying for
- Where you're applying to
- Why you're applying

3. Body

- Story behind your achievements
- Be as factual as possible
- Show off your achievements using metrics (when possible)

4. Conclusion

- Mention future plans
- Thank the reader and conclude

Nicole Smith
Project Manager

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311-644-1141
Dallas, TX
[LinkedIn](#) [Novoresume](#) [Portfolio](#)

To:
Doris Johnson
Human Resource Manager
Optimal Workplace Inc.
321 Employment Avenue
San Jose, CA

Dear Ms. Johnson,

As a highly skilled project manager with 11 years of experience, I am writing to express my interest in the project manager position at your company. My experience aligns well, as I have worked in project management for several years with a problem solver, and I know I would make a valuable addition to your team.

After working for over a decade in project management, I have advanced knowledge in developing scopes, keeping projects on track, submitting deliverables on time, and ensuring a seamless experience for all parties involved. Moreover, while my previous position afforded me a well-rounded skill set, including excellent relationship building and time management skills, I excel at:

- Outlining project scopes, managing timelines, and deadlines.
- Tracking and reporting on overall progress.
- Managing daily operations and implementation of new programs.
- Forecasting project revenue and ensuring all goals are met.

In addition to my reputation and relationship building experience, I have a solid educational foundation and a passion for furthering projects that build loyalty and, in turn, grow revenue for your organization. I would much appreciate the opportunity to contribute to your ongoing growth and continued success.

Please review my attached application for additional details regarding my expertise and achievements. Do not hesitate to reach out if you have any questions or need further clarification on my experience. I would love to meet with you and discuss this position in detail.

Thank you for your consideration.

Sincerely,
Nicole Smith

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S Ben Porath



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effective networking confident interviewing and the best salary negotiating possible But it goes beyond that by helping you to zero in on your ideal job and life with its classic Flower Exercise Whether you re searching for your first job were recently laid off or are dreaming of a career change What Color Is Your Parachute will guide you toward fulfilling and prosperous work From the Hardcover edition *Christian Writers' Market Guide 2009* Sally Stuart,2009-01-13 Now updated for 2009 comes one of the most comprehensive marketing resources for Christian writers with information on agents editors publisher guidelines specialty markets and more **West Bloomfield Hospital v. Certificate of Need Board, 452 MICH 515**

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