



HOWARD GERRARD

Professional Job Title



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LinkedIn/name

Contact name

Company

Address 1

Address 2

Address 3

Date: 5th March 2020

Ref:

Dear _____,

Your company recently advertised on the _____ website for a _____. After reading the job description I am confident that I would be a perfect fit for your position as my skills, ability and future potential precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I have all of the competencies required to do the job well, in particular I want to highlight my ability to _____. My other core strengths include, but are not limited to the following:

- Always representing your company in a professional manner.
- Able to work in an environment of change and challenge.
- Scheduling workloads to meet priorities and targets.

For additional information about my capabilities please view my attached resume.

Right now, I want to work for a reputable and exciting institution like yours where there will be a big stage for my talents. Therefore, I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you very much for your time and I eagerly look forward to hearing from you.

Yours sincerely,

Howard Gerrard

Your name

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Life After Residency Melissa T. Berhow, William W. Feaster, John G. Brock-Utne, MD, PhD, FFA(SA), 2009-04-20 Life After Residency A Career Planning Guide is an insightful step by step guide to achieving a successful and fulfilling career in medicine As professors at Stanford University Medical Center Drs Melissa Berhow William Feaster and John Brock Utne began running seminars to advise their residents not only on creating a curriculum vitae and landing a great job but also on how to manage student loan payments and avoid pitfalls in the life of a physician The immense success and ensuing demand for more seminars eventually gave rise to Life After Residency a book which continues the seminar discussions in greater depth and magnitude while maintaining a conversational writing style Key topics covered include preparing for a job interview evaluating job offers and negotiating contracts obtaining and maintaining the proper State license applying for membership onto Medical Staffs obtaining malpractice insurance buying a house and investing for eventual retirement and pursuing non medical career options Loaded with sage advice and practical wisdom Life After Residency is an invaluable asset to every resident during the transition from residency to life thereafter

The CV Coach: Teach Yourself Pat Scudamore, Hilton Catt, 2015-06-18 By the end of this book you will have an outstanding CV Identify your strengths Understand what recruiters are looking for Write a powerful CV Tailor your CV for a specific role Get the job you want Other books help you talk the talk The Teach Yourself Coach books helps you walk the walk Who are you Anyone looking for a job Where this book take you You will be fully prepared to give an outstanding interview How does it work A combination of practical tried and tested advice and unique interactive exercises When can you do it In your own time at your own pace What else do you get Access to free online videos and printable resources Why Teach Yourself Teach Yourself books are trusted around the world and have helped sixty million people achieve their goals

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201 Killer Cover Letters Sandra Podesta, Andrea Paxton, 1995-12-22 201 Killer Cover Letters provides job seekers with an unbeatable competitive edge by arming them with

surefire sample letters for every job hunting situation *This Business of Global Music Marketing* Tad Lathrop,2007 This book provides advice on presenting and selling music worldwide Topics covered include choosing foreign markets planning a basic global business strategy producing and packaging music for global sale placing and pricing music for foreign sale distributing digital music globally planning integrated marketing communications using live performance and radio play to promote globally exploiting co marketing opportunities outside the music industry and profiting from global music publishing

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non paying markets not listed in Writer s Market *The Journal of the Acoustical Society of America* Acoustical Society of America,2004 **Winds of Change** ,2015 PC Magazine ,1999 **Microsoft Word 2002 MOUS** Linda Ericksen,2002-10 For courses in MOUS Certification The book focuses on preparing the user to pass the associated Microsoft Office User Specialist MOUS certification exam Its step by step tutorials show how to complete the required procedures in a clear concise and direct manner The tutorials are organized to match the order of the skill sets and skills being measured as published on Microsoft s MOUS website *Internet!* Alan R. Neibauer,2000 This book and software package can appeal to Internet users of all levels from experienced Web surfers to the beginning user wanting to learn about the coolest stuff on the Web The CD ROM contains software for making personal CDs search tools productivity enhancers e mail managers Earthlink multimedia tools and more

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