

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

Cover Letter This Week

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Successful Cover Letters in a Week Patricia Scudamore, Hilton Catt, 2013-03-29 Sunday Understand the importance of first impressions and the common mistakes people make Monday Ensure your application is taken seriously with a cover letter that is concise complements your CV and is targeted to the job you have applied for Tuesday Discover how to style and structure your cover letter with advice on forms of address etiquette fonts margins and the importance of white space Wednesday Design your cover letter to engage your audience and overcome the competition for advertised jobs Thursday Design a speculative cover letter to approach the invisible job market Friday Learn how to address cover letters to agencies and recruitment consultants Saturday Learn from your applications whether successful or not and develop your writing style for the future *Writing Your Journal Article in Twelve Weeks, Second Edition* Wendy Laura Belcher, 2019-06-07 Wow No one ever told me this Wendy Laura Belcher has heard this countless times throughout her years of teaching and advising academics on how to write journal articles Scholars know they must publish but few have been told how to do so So Belcher made it her mission to demystify the writing process The result was *Writing Your Journal Article in Twelve Weeks* which takes this overwhelming task and breaks it into small manageable steps For the past decade this guide has been the go to source for those creating articles for peer reviewed journals It has enabled thousands to overcome their anxieties and produce the publications that are essential to succeeding in their fields With this new edition Belcher expands her advice to reach beginning scholars in even more disciplines She builds on feedback from professors and graduate students who have successfully used the workbook to complete their articles A new chapter addresses scholars who are writing from scratch This edition also includes more targeted exercises and checklists as well as the latest research on productivity and scholarly writing *Writing Your Journal Article in Twelve Weeks* is the only reference to combine expert guidance with a step by step workbook Each week readers learn a feature of strong articles and work on revising theirs accordingly Every day is mapped out taking the guesswork and worry out of writing There are tasks templates and reminders At the end of twelve weeks graduate students recent PhDs postdoctoral fellows adjunct instructors junior faculty and international faculty will feel confident they know that the rules of academic publishing and have the tools they need to succeed **Writing Your Journal Article in Twelve Weeks** Wendy Laura Belcher, 2009-01-20 A comprehensive well written and beautifully organized book on publishing articles in the humanities and social sciences that will help its readers write forward with a first rate guide as good company Joan Bolker author of

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sustaining and strengthening grateful caretaking in a parish on a long term basis Finally it offers practical suggestions on a number of special issues in stewardship including accountability annual renewals customized direct deposit of Sunday offerings planned giving and parish stewardship councils and training our youth to share Father Champlin shows that the sacrificial giving process effectively supports grateful caretakers of God s gifts people in the parish willing to share significantly their time talent and treasure for the Church and the world It has been proven in practice is biblically and theologically sound actively involves lay persons touches the hearts of parishioners is uncomplicated and inexpensive to implement produces impressive short term results and provides long term possibilities Grateful Caretakers of God s Many Gifts builds on Father Champlin s original sacrificial giving publications in both the theory and practice of how to motivate parishioners to become active stewards of their faith It has on going value for those concerned about fostering grateful caretaking in a parish

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2020 - 2021 High School Weekly Goal Setting Planner Donavan Thomas, 2020-03-15 The 2020 2021 High School Weekly Goal Setting Planner the High School GS Planner was designed for high school students in grades 9 through 11 The High School GS Planner is a combination of a goal setting guide and a weekly planner It includes a Graduation Requirement Worksheet a Student Self Assessment Worksheet a monthly calendar a weekly planner and a Student Career Guide Students should use the Graduation Requirement Worksheet to help them successfully complete the requirements for graduating Students should use the Student Self Assessment Worksheet to help them set goals they want to achieve and maximize their high school experience Students use the weekly planner to organize their daily activities and manage their time efficiently Students should use the Student Career Guide to

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