

SIMPLE COVER LETTER

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[Today's Date]

[Hiring Manager's Name]

[341 Company Address]

[Company City, State XXXXX]

[(XXX) XXX-XXXX]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

This letter is in regard to my interest in applying for the entry-level paralegal position at [Company Name]. With my skills and qualifications, I am more than capable of providing paralegal support services to protect your company's innovations and intellectual property.

While pursuing an Associate Degree in Paralegal Studies from Southern Community College, I have developed knowledge of intellectual property law. As a member of the Junior Paralegal Club, I was able to stay up to date on all current affairs in relation to corporate law. With an internship at a mid-size law firm I was able to apply this knowledge and gain hands-on experience in the field.

During my internship with The Wachester Firm, I was responsible for:

- The preparation of documents for criminal and civil trials by scheduling and conducting interviews with clients, witnesses, and other lawyers
- Creating and maintaining a paper and electronic litigation database
- In-depth research and analysis of cases on corporate governance and litigation

Together, I believe my educational background and internship experience make me a suitable candidate for the paralegal position at your firm. I have attached my resume highlighting my academic and professional skills, and I look forward to hearing from you in due course. I appreciate your time and consideration.

Sincerely,

[Your Name]

Cover Letter Cover Letter Today

Natalee Pena



Cover Letter Cover Letter Today:

101 Best Cover Letters Michael Betrus, Jay A. Block, 1999-04-22 Beat out the competition for the best jobs Create an image of accomplishment professionalism and competence that today's employers are begging for Job seekers have paid hundreds of dollars for the expertise in these dynamic guides and regarded every cent as well spent With these job landing tools on your desktop you'll have the same savvy working for you for far far less with the same great results 101 Best Resumes packs tried and proven advice you'll use to Create a resume that gets you in the door Target your resume for a specific positions over 70 different categories are covered Experiment with traditional and new formats More 101 Best Cover Letters shows you how to put together compelling letters to accompany your resume Learn how to Ignite interest with the first two sentences Turn references into endorsements Send your cover letter online Pick up smart interviewing tips negotiate a higher salary use the Internet in your job search work with recruiters and much much more [Cover Letters In A Week](#) Pat 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

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How To Write Amazing Cover Letters

The Hyperink Team,2012-02-12 ABOUT THE BOOK If a resume is a window into your past work experience a cover letter is the tool you use to install it Cover letters were once just an after thought something most people used to simply regurgitate their resumes In fact it wasn t until the last decade that cover letters gained wide acceptance and importance Today not only is the cover letter just as important s a resume it can be the deciding factor in whether a hiring manager looks at your resume or throws it in the trash But how do you write the kind of amazing cover letter that will get you in the door How can you create a narrative of your professional experience that makes the HR person sit up and take notice The key is knowing how to present yourself It does not matter if you ve spent 30 years in the work force or are just entering it the fact remains that you need to learn to how convince someone else to interview you MEET THE AUTHOR The Hyperink Team works hard to bring you high quality engaging fun content If ever you have any questions about our products or suggestions for how we can make them better please don t hesitate to contact us Happy reading EXCERPT FROM THE BOOK You ve probably figured out a few mistakes to avoid already but you d probably be surprised at what many employers are turned off by when reading cover letters Lack of proofreading This is a no brainer but many people often miss them or don t bother to spell check before sending out the cover letter and resume It s always a good idea to ask a friend or family member to check your letter for spelling errors and typos to give you a fresh perspective Not including the name of the hiring manager If you don t know who is going to read your cover letter and resume try to find out When in doubt call the company and ask who the person in charge of that department is so you can target your letter appropriately Not writing to an audience Focus each letter on each employer According to Career Builder 44 percent of executives polled said it s common for applicants to use

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Cover Letters For Dummies Joyce Lain Kennedy, 2009-01-06

Cover letters are alive and sell. When they're written right, that is. To stand out in today's sea of qualified job seekers, learn to craft riveting new breeds of cover letters, create vibrant images online, and discover sensational self-marketing documents you never imagined. This completely revised and updated 3rd Edition of *Cover Letters For Dummies* brings you all this plus over 200 great new samples by 62 successful professional cover letter/resume writers. You've probably suspected that passive and sleepy cover letters merely hugging resumes won't get you where you want to go. Especially in a shaky job market, the verdict's in. Since the last edition of *Cover Letters For Dummies*, blazing fast change in tools, technology, and how hiring managers come calling, and how we invite them to look us over, means big dramatic changes in our job messages. In this exceptional handbook of contemporary job messages, you'll discover fresh ways of thinking about cover letters that captain an entire team of new style job messages.

15-minute Cover Letter J. Michael Farr, Louise Kursmark, 2009

This popular guide demystifies the process of crafting cover letters by providing revolutionary advice in six brief chapters.

Stand Out Cover Letters Mark Baker, 2016-07-20

BOOK DESCRIPTION: WANT TO KNOW HOW TO GET A JOB IN THE OVERCROWDED JOB MARKET? Don't be like everybody else and do what everybody else is doing. Learn how to write cover letters that stand out. Once you know how, you'll be able to write cover letters for jobs you really want that showcase you as a standout candidate to get you the job interview. This book will show you how. The approach to cover letter writing in this book is different from others. It focuses first on helping you ensure you have a stand-out mindset, which the author believes you need to have first; then it teaches you how to write a stand-out cover letter. Whether you're just out of college, changing industries, mid-life, or charging up the corporate ladder, you want to get the best job possible, but how do you stand out when just about every job attracts hundreds or more applications? Then there's the infamous ATS (Automatic Tracking Software). These days, cover letters and resumes are frequently subject to ATS requirements. But how do you write a letter that satisfies both human and bot eyes and at the same time stands out from the rest? No matter how disillusioned or frustrated you may have felt about writing cover letters for jobs in the past, now there's a new and better way. Follow this simple, cutting-edge cover letter writing method and get the job you want. In this book, you will learn how to ensure you have a stand-out mindset before you write your letter. A free downloadable workbook to make your preparation fun and easy. The exact step-by-step, proven method others are using to create cover letters again and again. Various cover letter examples. How to access the 80% of jobs never

advertised known as the hidden job market Simple tips and strategies including how to make your letter stand out AND be ATS compliant Critical mistakes to avoid How it's possible to create a stand out cover letter without writing a single word What's stopping you from standing out and being hired for the job of your dreams Only knowing what to do differently to other job seekers and now this book will show you how Once you know the formula your job hunting days will soon be over ACT NOW Click the orange BUY NOW button at the top of this page

201 Winning Cover Letters for \$100,000+ Jobs Wendy S. Enelow, 1998 Assuming you've written a first class resume what will you say in the cover letter accompanying that terrific resume Will it command the attention of executives who make critical hiring decisions or could it actually diminish your resume Your cover letter may be more important to getting an interview than your resume Indeed many employers report how critical well crafted cover letters are in their selection process It's often the cover letter that persuades an employer to interview a candidate Write them right and your cover letters can quickly open the doors to more job interviews and offers

Cover Letters that Blow Doors Open Anne McKinney, 1999 Designed as the comprehensive guide to cover letter preparation the 272 page book shows examples of exciting and door opening cover letters The main section of the book shows cover letters by field and industry For example job hunters in the accounting field will find examples of cover letters used to blow doors open in the accounting banking and financial community From aviation to computer operations to management to sales to transportation cover letters tailored to specific fields are illustrated which can be used as models or templates for those involved in a job hunt But what if a job hunter is changing careers or doesn't need a cover letter targeting a specific field or functional area There's a section showing examples of all purpose cover letters career change cover letters cover letters for entrepreneurs and cover letters for those seeking their first job For those seeking advice on how to respond to ads how to handle questions about salary requirements how to request consideration for multiple job openings in the organization and how to write letters for special situations there's a section entitled Sixteen Commonly Asked Questions About Cover Letters and Job Hunting

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

Writing a Perfect Résumé and Cover Letter: Justin Chamberlain, 2025-06-24 Writing a Perfect R

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Table of Contents Cover Letter Cover Letter Today

1. Understanding the eBook Cover Letter Cover Letter Today
 - The Rise of Digital Reading Cover Letter Cover Letter Today
 - Advantages of eBooks Over Traditional Books
2. Identifying Cover Letter Cover Letter Today
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Cover Letter Cover Letter Today
 - User-Friendly Interface
4. Exploring eBook Recommendations from Cover Letter Cover Letter Today
 - Personalized Recommendations
 - Cover Letter Cover Letter Today User Reviews and Ratings
 - Cover Letter Cover Letter Today and Bestseller Lists
5. Accessing Cover Letter Cover Letter Today Free and Paid eBooks

- Cover Letter Cover Letter Today Public Domain eBooks
 - Cover Letter Cover Letter Today eBook Subscription Services
 - Cover Letter Cover Letter Today Budget-Friendly Options
6. Navigating Cover Letter Cover Letter Today eBook Formats
- ePub, PDF, MOBI, and More
 - Cover Letter Cover Letter Today Compatibility with Devices
 - Cover Letter Cover Letter Today Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Cover Letter Cover Letter Today
 - Highlighting and Note-Taking Cover Letter Cover Letter Today
 - Interactive Elements Cover Letter Cover Letter Today
8. Staying Engaged with Cover Letter Cover Letter Today
- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Cover Letter Cover Letter Today
9. Balancing eBooks and Physical Books Cover Letter Cover Letter Today
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Cover Letter Cover Letter Today
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Cover Letter Cover Letter Today
- Setting Reading Goals Cover Letter Cover Letter Today
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Cover Letter Cover Letter Today
- Fact-Checking eBook Content of Cover Letter Cover Letter Today
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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