

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 Today Tutorial

Bernice Kao, Megan Pittsley-Fox

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the authors' names.

Cover Letter Today Tutorial:

A Recruiter's Guide to Job Hunting Eric Knott, 2012-03 Written by a seasoned recruiting leader this guide goes beyond job hunting basics to provide candidates with specific effective strategies to get noticed With a straight forward approach Eric Knott reveals the tactics clever job seekers use to stand out from the crowd and gain access to recruiters and hiring managers Learn how to truly integrate social media into your search Discover how students even returning students are able to gain unique access to recruiters and hiring managers allowing them to get to the front of the job hunting line Manage unemployment or changing careers so they don't hinder your job hunt Leverage job fairs and networking opportunities to gain access to decision makers Effectively use community and professional associations to advance your search Prepare for the most current approaches to interviewing learning how to effectively navigate phone screens face to face interviews and the job offer Get the details on free online resources that provide good information for candidates and those that provide the best Gain perspective in how to vet schools as well as degree and certification programs And the list goes on With the number of candidates vying for each position this valuable resource empowers you to get ahead of the masses and get results in your search

Christian Writers' Market Guide 2008 Sally E. Stuart, 2008 The Resource Guide to Getting Published A unique guide to publishing for Christian readers the Christian Writers Market Guide 2008 offers the most proven and comprehensive collection of ideas resources and contact information to the industry For more than twenty years the Christian Writers Market Guide has delivered indispensable help to Christian writers from a CD ROM of the full text of the book so you can easily search for topics publishers and other specific names to up to date listings of more than 1 200 markets for books articles stories poetry and greeting cards including forty three new book publishers fifty one new periodicals and fifteen new literary agencies Perfect for writers in every phase this is the resource you need to get noticed and published An indispensable tool The reference you have to buy o Writers Journal Essential for anyone seeking to be published in the Christian community o The Midwest Book Review Stands out from the rest with its wealth of information and helpful hints o Book Reviews for Church Librarians Completely updated and revised the Guide features more than 1 200 markets for the written word 675 periodicals 405 book publishers 240 poetry markets 114 card and specialty markets 37 e book publishers 120 literary agents 332 photography markets 98 foreign markets 98 newspapers 53 print on demand publishers writers conferences and groups pay rates and submission guidelines more resources and tools for all types of writing and related topics

Cover Letter Almanac W/Disk Adams Media, 1997-01-01 Based on professionally written cover letters that have actually landed jobs the Adams Cover Letter Almanac contains 600 sample letters for every situation Whether you're a graduating student or a senior executive you'll find cover letter samples that can be easily customized to match your needs including letters for positions in

Building Genre Knowledge Christine Tardy, 2009-07-15 Adopting an interdisciplinary perspective BUILDING GENRE KNOWLEDGE provides a unique look into the processes of building genre

knowledge while offering a dynamic theory of those processes that is inclusive of both monolingual and multilingual writers a necessary move in today's linguistically diverse classrooms It will therefore be of great interest to researchers and practitioners in both first and second language writing studies

Peter Norton's Introduction to Computers Office 97 Tutorial with 3.5 IBM Disk Peter Norton, 1998-01-05 Peter Norton's new Office 97 Tutorial helps students learn to create process and present information using Microsoft Office 97 Emphasizing hands on instruction this applications tutorial includes a student data disk to help students apply and practice the skills and techniques they learn in each lesson

A Guide to Chicagoland Magazines, 2003 Kinko's Guide to the Winning Resume Mark Henricks, 2000 Real Life Guide to Starting Your Career Margot Carmichael Lester, 1998-04 Real Life Guide to Starting Your Career gives recent graduates a step by step approach to finding pursuing and securing the right job after college It is the second work from Michael Hoffman It guides new members of the educated and employed through the job hunting process and helps them identify a solid strategy for getting the most out of their career

Proceedings of the Blended Learning in Science, Teaching and Learning Symposium, 2005 Presents proceedings of the annual Uniserve Conference The papers contained in this book includes topics as teaching science online tutorial benefits of online assignments blended learning and other related issues in relation to teaching science at a university level

Christian Writers' Market Guide 2006 Sally E. Stuart, 2006 For more than twenty years the Christian Writers Market Guide has offered indispensable help to Christian writers The 2006 edition includes up to date listings of over twelve hundred markets for books articles stories poetry greeting cards and more including information on forty new book publishers eighty three new periodicals and thirty four new literary agents

How to Write a Cover Letter Theodore Kingsley, 2023-06-26 *The Journal of the Acoustical Society of America* Acoustical Society of America, 2007

Barron's Guide to Law Schools Gary A. Munneke, Tessa Krailing, Barron's Publishing, Barron's Educational Series, 1994 Here are complete up to date profiles of the approximately 175 ABA approved law schools across America plus profiles of selected non ABA approved schools Each entry includes latest information on admissions degree requirements tuition and fees financial aid and more Sample LSAT is also included

Current Index to Journals in Education, 2000 *College & Research Libraries News*, 2000-06

Fourth International Symposium on Quality Electronic Design, 2003 ISQED looks into the research development and application of design techniques and methods design processes and EDA design methodologies and tools that address issues that impact the quality of the realization of designs into physical integrated circuits It emphasizes a holistic approach toward design quality and to highlight and accelerate cooperation among the IC Design EDA Semiconductor Process Technology and Manufacturing communities

Microsoft Office Professional - New Perspectives June J. Parsons, Beverly B. Zimmerman, S. Scott Zimmerman, Cheryl L. Willis, Joseph J. Adamski, Dan Oja, 1995-04 Part of the New Perspectives Applications Series this text combines five individual applications It offers case study scenarios detailed coverage and extensive pedagogy for a realistic approach to learning

Windows 3 1 Microsoft Word 6 0 6 1 Microsoft Excel 5 0 Microsoft Access 2 0 and Microsoft PowerPoint 4 0

WordPerfect 5.1 Dennis P. Curtin, 1991 **Real Life Guide to Life After College** Margot Carmichael Lester, Michael Hoffman, Shannon Turlington, R. Allen Wyke, Nicky Rousseau, 1998-04 Contains the same hard hitting pragmatic advice and insight as the first edition plus a revised and updated Job Hunting section with advice on creating a resume and the art of selling yourself in the interviewing process an improved and more explicit Personal Finance section and a completely new Internet Resources section which has up to date and accurate sight reviews and instructions *Encyclopedia of Careers and Vocational Guidance*, 2011 Praise for the previous edition An outstanding resource for all libraries Library Journal starred review useful for job seekers and career centers of all types recommended American Reference Books Annual Highly recommended for secondary school public and academic libraries Booklist provides a comprehensive overview of a vast array of occupations a great place to start a career search School Library Journal Encyclopedia of Careers and Vocational Guidance now in its 15th edition remains the most comprehensive career reference in print This unparalleled resource has been fully revised and updated to contain the most accurate and current career information available In Five Volumes and More than 4 100 Pages of Information The five volume Encyclopedia of Careers and Vocational Guidance 15th Edition is an essential resource for public college high school and junior high school libraries career centers guidance offices and other agencies involved with career exploration More than 800 articles have been revised and updated since the last edition to reflect accurate up to date career information Along with revisions and updates to all articles included here are more than 35 new career articles and more than 100 new photographs Each article offers expanded career information sidebars and other user friendly features Called out by graphic icons are the top 10 fastest growing careers and the top 10 careers that experts predict will add the greatest number of positions through the year 2018 Extensive Online References and On the job Interviews More than 2 500 Web sites selected for inclusion based on the quality of information they provide are listed in the career articles and refer users to professional associations government agencies and other organizations More than 100 on the job interviews ranging from worker profiles to daily routines to workers comments about their occupation are also included in major career articles Designed to hold students attention and relay information effectively this edition of Encyclopedia of Careers and Vocational Guidance is the ideal starting place for career research This edition features Comprehensive overviews of 94 industries More than 750 up to date job articles including more than 35 new articles The latest information on salaries and employment trends On the job interviews with professionals More than 800 sidebars providing additional reading on industry issues and history useful Web sites industry jargon and much more Approximately 500 photographs of people at work with more than 100 new to this edition Career articles keyed to four different government classification systems Career Guidance section in Volume 1 providing information on interviewing job hunting networking writing r sum s and more A comprehensive job title index in each volume plus additional indexes in Volume 1 New

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