

YOUR NAME

 your.name@gmail.com

 (XXX) XXX-XXXX

 142 Your Address Blvd, City Name, CA XXXXX

Oct 30, 2018

Hiring Manager's Name
341 Company Address
Palo Alto, California 94301
(xxx) xxx-~~xxx~~
hiring.manager@gmail.com

Dear [Hiring Manager's Name],

The first paragraph should contain a self-introduction. You should write who you are, where your expertise lies, where you found the job posting, and why you want to apply for the job.

The second paragraph should respond directly to the job description written by the hiring manager. Describe how your previous job experiences, skills, and abilities will allow you to meet the company's needs. To make that easier, you can (and should) literally include words and phrases from the job description in your cover letter.

- You can 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, do some research about 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 schema, and help push the company forward and achieve any goals you suspect they may have.

The final paragraph is called the “call to action” portion of your cover letter. Inform them that you’d love to get interviewed. Give them your contact information. Tell them that you’ll be in contact with them in a week if you don’t hear back. Thank them for spending the time to read your cover letter.

Sincerely,

Your Name

Cover Letter Document

Xiang Xie



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Whispering the Strategies of Language: An Psychological Quest through **Cover Letter Document**

In a digitally-driven earth where screens reign great and instant communication drowns out the subtleties of language, the profound strategies and psychological subtleties concealed within phrases frequently go unheard. Yet, situated within the pages of **Cover Letter Document** a charming literary treasure pulsing with natural thoughts, lies a fantastic quest waiting to be undertaken. Written by a talented wordsmith, this charming opus invites visitors on an introspective trip, gently unraveling the veiled truths and profound affect resonating within ab muscles fabric of each word. Within the emotional depths with this touching evaluation, we will embark upon a honest exploration of the book is core subjects, dissect its captivating writing model, and yield to the strong resonance it evokes strong within the recesses of readers hearts.

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