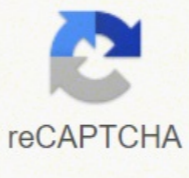




I'm not robot



Continue

PARALEGAL COVER LETTER SAMPLE

your.name@gmail.com | (000) XXX-XXXX | 142 Your Address Blvd, City Name, CA XXXXX

[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]

RETAIL MANAGER COVER LETTER

✉ srobinson@icloud.com 📞 (281) 784-7895 📍 45 Broad Court, Houston, TX, 77047

November 29, 2019

Ms. Gloria Cleveland
Casey's Retail
147 Hampton Road
Houston, TX, 77031
(281) 254-1701

Dear Ms. Cleveland,

I am writing to express my interest in the Retail Manager role at Casey's Retail. I believe that I am a perfect match for the job specification. I have six years of experience in the clothing and accessories industry and believe that as a result, I would make a great addition to your firm.

I have worked in retail management positions since 2012 and possess skills in product processing systems, data analysis, and the recruitment, hire, and training of associates. Thanks to these skills, I can boost your firm's sale revenue, trim your operating budget, and manage employee schedules. Additionally, I'm comfortable using in-store logistics tech (e.g., Magaya Cargo System) and I have been retail management certified since 2012. Specific achievements at my current company include the following:

- Increased annual sales forecast by \$200,000 in first year as store manager at Pacific Sunwear
- Recruited, hired, and trained more than 20 new employees
- Cut company budget by 22%

Given that Christmas is around the corner, I am sure that my current set of skills can help you get through the busy holiday season and keep growing well into the future.

I am committed to serving your company industriously and competently to help continue its success into the future. Please feel welcome to contact me on (281) 784-7895 or at srobinson@icloud.com to arrange an interview. I look forward to hearing from you.

Sincerely,

Sarabeth Robinson

Your Name

(xxx) xxx-xxxx
321 Street Name, City Name, State XXXXX

your.name@gmail.com
linkedin.com/YourName

Today's Date

Hiring Manager's Name
123 Company Address
City, State Zipcode
(xxx) xxx-xxxx
hiring.manager@gmail.com

Dear [Hiring Manager's Name],

The first paragraph is where you introduce yourself to the hiring manager. Use this space to explain who you are, your professional areas of expertise, where you discovered the open position, and the reason(s) you wish to apply.

The second paragraph is where you address the specific responsibilities of the role outlined in the job description. Discuss how your work experience and job-related abilities can help you meet the company's expectations for new hires. To simplify this, try including exact words and skills listed in the job description.

- Use bullet points to highlight major professional achievements
- Remember to quantify your bullet points (use numbers)
- Cover letters that include numbers attract more interviews

In your third paragraph, look into the background of your target company and figure out how they're contributing to their particular industry. Highlight how you fit into their future plans, as well as the ways you can assist them with any goals they seem to have.

The last paragraph is where you directly ask the hiring manager to act on your letter. That's why many career coaches refer to it as the "call to action" paragraph of a cover letter. Let the hiring manager know you're excited about the opportunity to be interviewed. Provide your contact details. Mention that you'll reach out in a week if you don't hear back from them, and thank them for the time they took to read your cover letter.

Sincerely,

Your Name

MAKEUP ARTIST

✉ ameliemarcos@gmail.com
☎ (858) 740-9513

📍 12 Head Avenue,
Poway, CA 92064

August 31, 2020

[Hiring Manager's Name]
[47 Company Address]
[Company City, State, ZIP Code]
[(xxx)-xxx-xxxx]
[hiring.manager@icloud.com]

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

I'm writing to you regarding the position of theatrical makeup artist, which I found on [Company Name]'s website and applied for through [Job Website]. I have more than four years of related work experience, as well as a portfolio of both natural and avant-garde looks created for various performers and customers. I believe my body of work stands as a testament to my abilities, and that my experience will allow me to seamlessly move into the position at [Company Name].

I've been working as a performance makeup artist at Impact Studios since 2016. In this role, I've applied makeup for actors appearing in both television and stage productions, worked with directors to develop looks for hundreds of different characters, preserved consistent aesthetics for specific personas, and ordered and maintained a stock of over 500 different cosmetic products.

From 2015 to 2016, I worked as a makeup artist at Silk Boutique Salon. I provided clients with unforgettable looks before personally meaningful events, including weddings, photo shoots, and award shows. I built strong client relationships and familiarized myself with products from 15 different brands.

I have the creativity, product knowledge, and communication skills necessary to fulfill the role of theatrical makeup artist at [Company Name]. I look forward to learning more about the opportunity and to discussing my interest in the role with you. You can reach me by phone at (858)-740-9513, or via email at ameliemarcos@gmail.com.

Sincerely,

Amelie Marcos

MBA RESUME

ACCOUNT MANAGER

RESUME OBJECTIVE

Account Manager with 7 years of experience in initiating, maintaining, and improving business to client relationships. Possess a B.A. in Business Administration, and expertise in communication, negotiation and valuation. Looking to build upon my knowledge and experience at [institution] in order to learn and grow into a Key Account Manager role.

EXPERIENCE

ACCOUNT MANAGER

Johnson & Johnson, Boston, MA | September 2017 - Present

- Established, maintained, and improved relations with top 30 company clients, adding an additional 20% of annual growth to the company sales portfolio valued at 3 million USD
- Overhauled client-onboarding processes which led to a 30% increase in retention rate of long-term clients, and a growth in annual revenue of 10%
- Recognized as top performing account manager at Johnson & Johnson in 2019
- Spearheaded the creation of new training materials on proper procedures and company SOPs, while also overseeing and coaching a team of 5 account managers

Sales Associate

Bed Bath & Beyond, Boston, MA | June 2014 - August 2017

- Guided an average of 50 customers per day in finding, selecting and recommending products, generating an additional 5% in annual revenue
- Stocked, inventoried and organized items with accuracy and efficiency, often completing task 15% faster than fellow associates
- Achieved an average of 140% of sales goals over period of 6 months
- Strategically placed merchandise throughout store in order to maximize customer purchases
- Consistently placed customer service at highest priority, and on average received 95% satisfaction rate on customer feedback surveys

✉ youremail@gmail.com
☎ 555 555 5555
📍 5555 Main St. Boston, MA 12345
🌐 linkedin.com/in/yourprofile

SKILLS

Market Research & Analysis
Financial Forecasting
CRM
Strategic Negotiation
Brand Management
Value-based selling

EDUCATION

B.A. Business Administration
Penn State | Altoona, PA
2009 - 2013

Certified Sales
Professional
Boston, MA | 2020

AWARDS

Best Performing Account
Manager of 2019
Johnson & Johnson
2019

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