Nasser Maksoud

[Address, City, ST ZIP Code] | [Telephone] | [Email]

[Date]

[Recipient Name]
[Title]
[Company]
[Address]
[City, ST ZIP Code]

Dear [Recipient]:

Wondering what to include in your cover letter? It's a good idea to include key points about why you're a great fit for the company and the best choice for the specific job. Of course, don't forget to ask for the interview—but keep it brief! A cover letter shouldn't read like a novel, no matter how great a plot you've got.

Sincerely,

Nasser Maksoud

NASSER MAKSOUD

[Street Address, City State ZIP Code] | [Email] | [Telephone]

Objective

Check out the few quick tips below to help you get started. To replace any tip text with your own, just click it and start typing.

Skills & Abilities

On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to get a custom look with just a click.

Need another experience, education, or reference entry? You got it. Just click in the sample entries below and then click the plus sign that appears.

Experience

[Job Title] [Company Name]
[DATES FROM – TO]
This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

[Job Title] [Company Name]
[DATES FROM – TO]
This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

Education

[School Name], [Location]
[DEGREE]
You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

Communication

You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.

Leadership

Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

References

[Reference Name], [Title]
[COMPANY]
[Contact Information]