# **COVER LETTER**

# 1.0 RESUME GENIUS

- 1.1 Work Experience
- 1.2 University graduate
- 1.3 Previous Job
- 1.4 Amount of Work experience (years, months)
- 1.5 Professional Skills

Industry

Pick three skills

1.6 Work gaps

List of issues (accident, illness, lay off)

1.7 Skill Set

## 1.8 Word bests describes you

Adaptable, detail-oriented, diligent, efficient, focused, hard working, proactive, quality-orientated, results-oriented

## 1.9 How would other describe you

Same list

#### 2.0 Position Applying for

(Position Title)

3.0 Name

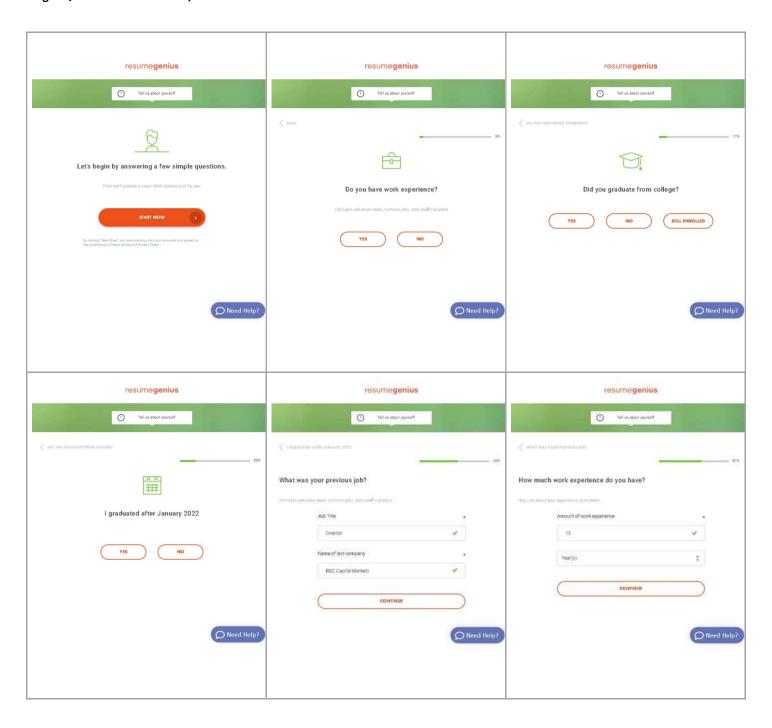
First & Last

#### 4.0 Contact Information:

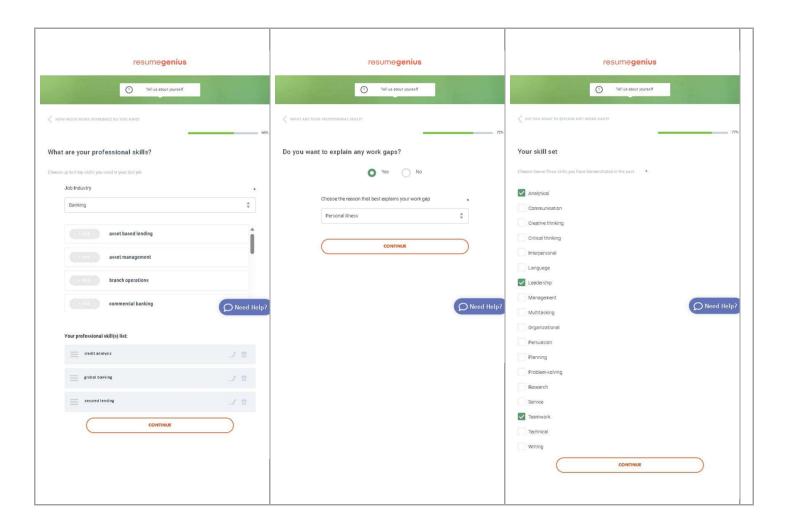
Personal

Job Posting

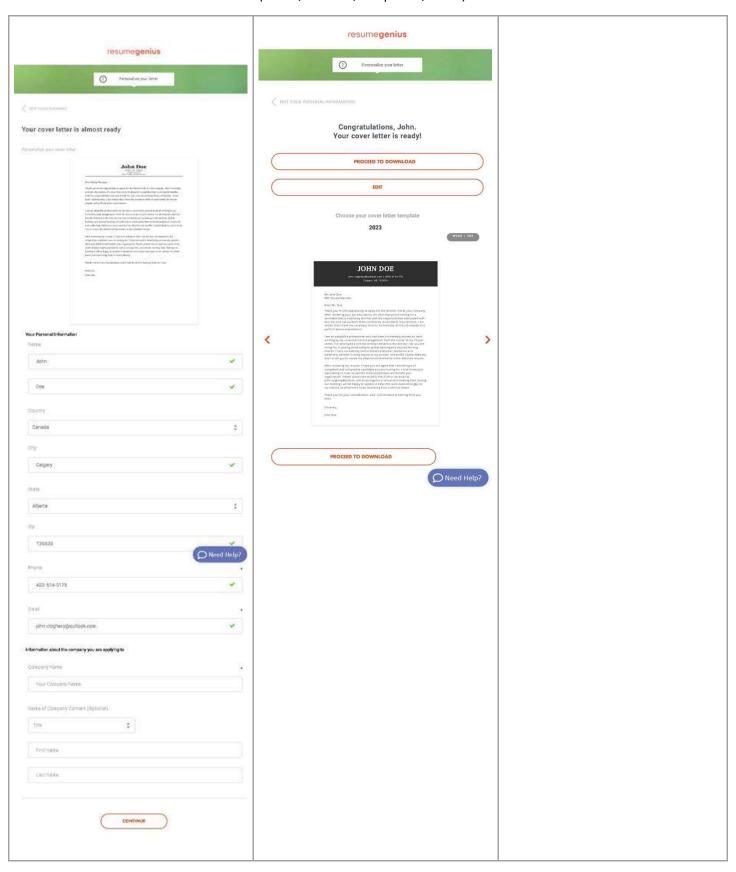
#### Single Question Screens – Yes/No Buttons & Text Boxes



# Drop-Down with Multi-select | Check Boxes with Single-Select Dropdown | Mult-Select Checkboxes (limited to three)



# Contact Information with Data Validation: (Name, Address, Telephone, email)



## Different Formats / Templates

