## COVER LETTER

1. RESUME GENIUS
   1. **Work Experience**
   2. **University graduate**
   3. **Previous Job**
   4. **Amount of Work experience (years, months)**
   5. **Professional Skills**

Industry

Pick three skills

* 1. **Work gaps**

List of issues (accident, illness, lay off)

* 1. **Skill Set**
  2. **Word bests describes you**

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

* 1. **How would other describe you**

Same list

1. **Position Applying for**

(Position Title)

1. **Name**

First & Last

1. **Contact Information:**

Personal

Job Posting

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

|  |  |  |
| --- | --- | --- |
| A screenshot of a computer  Description automatically generated | A screenshot of a survey  Description automatically generated | A screenshot of a computer  Description automatically generated |
| A screenshot of a computer  Description automatically generated | A screenshot of a computer  Description automatically generated | A screenshot of a computer  Description automatically generated |

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

|  |  |  |  |
| --- | --- | --- | --- |
| A screenshot of a chat  Description automatically generated | A screenshot of a computer  Description automatically generated | A screenshot of a computer  Description automatically generated |  |

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

|  |  |  |
| --- | --- | --- |
| A screenshot of a phone  Description automatically generated | A screenshot of a phone  Description automatically generated |  |

 Different Formats / Templates

|  |  |  |
| --- | --- | --- |
| A close up of a business card  Description automatically generated | A close-up of a website  Description automatically generated | A close-up of a business card  Description automatically generated |
| A close-up of a business card  Description automatically generated | A close up of a business card  Description automatically generated | A black and white business card  Description automatically generated |
| A close-up of a blue and white website  Description automatically generated | A close-up of a business card  Description automatically generated | A close-up of a contact form  Description automatically generated |
| A close-up of a business card  Description automatically generated | A screenshot of a computer  Description automatically generated | A close-up of a business card  Description automatically generated |