COVER LETTER

ZETY

* + - 1. Bank or Start with Resume
      2. Specific Job in Mind

Position & Company

* + - 1. Amount of Work experience (years, months)
      2. Top three Strengths
      3. Top three skills for position
      4. Job Experience (years)
      5. Last Job’s title
      6. Out of work
      7. Working Style
      8. Check Answers
      9. Letter (Editable)
         * NAME OF SAVED LETTER
         * Name & Contact
         * Date
         * Recipient
         * Subject
         * Greeting
         * Opening
         * Letter Body
         * Gaps
         * Call to Action
         * Closing
         * Other sections

Availability

Confidentiality

Relocation

Salary requirements

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

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| A screenshot of a website  Description automatically generated | A screenshot of a web page  Description automatically generated |
| A screenshot of a computer  Description automatically generated | A white and black text box  Description automatically generated with medium confidence |

Overview & Pick Template

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| A screenshot of a computer screen  Description automatically generated | A screenshot of a computer  Description automatically generated |
| A screenshot of a computer  Description automatically generated | A group of papers with text  Description automatically generated |

Start New Letter / From Resume / Questions

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| 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 |
| A screenshot of a web page  Description automatically generated | A screenshot of a computer  Description automatically generated |

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| A screenshot of a login page  Description automatically generated | A screenshot of a email  Description automatically generated |
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