Alan White

New York City, USA

Yourmail@Gmail.com

+1.123000999



Graphic Designer

Human Resource Manager

Company Name

1234 Street Address

City, State 6969

December25, 2017

Dear (Recipient Name)

Opening Paragraph Attract attention, Clear state the reason for writing, naming the position or type of work for which you are applying. Identify how you heard of the opening or how the employer's name was obtained (i.e, the Career Service Center informed me of your opening or Professor Kevin in the Technology Department at Western New York University recommended that I contact you).

Second paragraph State your reason for writing this particular employer. Specify concrete reason for the type of work you desire. Highlight: Your skills, your goals, and/or how your capacity to succeed in this job (in this organization) show your stuff! Describe what you can do for you. Significant accomplishments can be noted, but the resume should not be repeated any more than absolutely necessary. Basically, you are emphasizing your key qualifications \*\*Selling yourself\*\* elaborating on background areas which will attract the employer for the specific career field or job you want.

Closing paragraph Restate your interest by indicating your availability for a personal interview. Either suggest a time or state your willingness to come at the convenience of the individual employer. End on strong note. Indicate your resume is enclosed (and your placement file has been forwarded-if appropriate).

Twitter.com/Username

@Username

Weibo.com/Username

Alan White

Start off with a sentence about yourself. Include something on your education and your career goals. The purpose is to show why you would be ideal for the job. Explain some of the important skills you have picked up in your career up to this point. Make sure that the skills that you mention are the ones that they looking for.

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Harvard University

Your Degree Here

2014 - 2017

Stanford University

Your Degree Here

2011 - 2014

2011.5-2011.7

Company

2011.5-2011.7

Company

2011.5-2011.7

Company

2011.5-2011.7

Company

Microsoft Word

Microsoft Excel

Adobe Photoshop

Corel Draw

MAC & PC System

JOB POTISION HERE

* Type a brief summary of your responsibilities here, list of your duties/responsibilities.
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JOB POTISION HERE

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JOHN SNOW

POSITION TITLE HERE

All Smiles Family Dentistry, New York, NY

(0123) – 456 – 7890

Username@domain.com

SARA SWAN

POSITION TITLE HERE

All Smiles Family Dentistry, New York, NY

(0123) – 456 – 7890

Username@domain.com

ANN ROB

POSITION TITLE HERE

All Smiles Family Dentistry, New York, NY

(0123) – 456 – 7890

Username@domain.com

BRUCE LEE

POSITION TITLE HERE

All Smiles Family Dentistry, New York, NY

(0123) – 456 – 7890

Username@domain.com

Twitter.com/Username

@Username

Weibo.com/Username

Singing

Design & Drawing

Sport & Outdoor

Computing & Web

Societies & Club

* Certificate Name
* Certificate Name
* Certificate Name
* Certificate Name