

KYRIE PETRAKIS

hello@reallygreatsite.com | 123-456-7890

April 27, 2023

Sacha Dubois

Founder Thynk
Unlimited
123 Anywhere St., Any
City, ST 12345

Dear Mr. Sacha Dubois,

A cover letter allows you to professionally introduce yourself to a prospective employer. Your goal in writing your cover letter should be to encourage the employer to read your resume and consider you for a specific position.

Yes, you should maintain a professional air throughout the copy, however, an exceedingly formal tone may turn off those who read it. Remember to also show genuine enthusiasm for the job. You can think of it this way: it's not a suit-and-tie event, but a smart casual gathering. Steer away from highly personal information and questions about the position. This includes talking about salary expectations and company benefits. Instead, reserve such inquiries for the actual interview.

Best Regards,

Kyrie Petrakis



Alexander Aronowitz

HUMAN RESOURCES

P +123-456-7890
E hello@reallygreatsite.com
A 123 Anywhere St., Any City, ST 12345

Dear
Ms. Greta Mae Evans,

12 April, 2023

I am writing in regards to the Human Resources Assistant role at [company name]. I recently graduated from [company 2] with a bachelor's degree in Human Resources Management and believe that my skills and knowledge will make me a great addition to your team.

I was attracted to the Human Resources Assistant position because of the firm's reputation for high performance and excellence. Additionally, I believe that I meet all of the key requirements, such as attention to detail, excellent time management skills, good interpersonal skills, and experience with hiring employees. I consider myself to be a valuable asset to the [company name] due to my success in the following areas:

- In my work experience, I was routinely praised for my recruitment skills..
- I was commended by my professors for my Interviewing in a professional manner and for gaining insight.

I am interested in setting up an interview to discuss how my passion for HR and previous experience could possibly help further [company name] a successful track record for. Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Alexander".

Alexander Aronowitz

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Founder Thynk
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123 Anywhere St., Any
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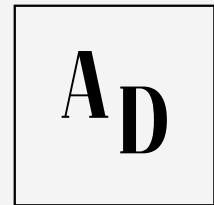
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Best Regards,

Kyrie Petrakis

ALDEN AIRE



To :

April 7, 2022

Mr. Daniel Gallego

Salford.co

P. 123-456-7890

E. hello@reallygreatsite.com

L. 123 Anywhere St., Any City

A letterhead is the heading at the top of a sheet of letter paper (stationery).

That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background pattern. The term "letterhead" is often used to refer to the whole sheet imprinted with such a heading. Many companies and individuals prefer to create a letterhead template in a word processor or other software application.

This generally includes the same information as pre-printed stationery but without the additional costs involved. Letterhead can then be printed on stationery (or plain paper) as needed on a local output device or sent electronically. That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background pattern. The term "letterhead" is often used to refer to the whole sheet imprinted with such a heading.

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Sincerely,

Alfredo Torres

General Manager



Alexander Aronowitz

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Alexander

Alexander Aronowitz

**osman
ramadan**

+123-456-7890
osman@gmail.com
Egypt /Damietta

1 April, 2023

BACKEND DEVELOPER

Dear
Mr Ahmed;

I came across the opening in your job opening publication for the post of Back-end Developer in your organization easycode from Journal And I am very eager and excited to apply for the post of Back-end Developer at easycode

Software Development has always excited me, and as a Back-end Developer, I can explore my capabilities as a software developer to the full extent.

I am always excited to do some programming, and I believe that at easycode I will get more opportunities to do some complex and exciting software development work as a Back-end Developer.

I possess all the requisite qualities and qualifications to be a Software Developer, specifically, a Back-end Developer. I have a degree in master from Damietta university which I had received in last year

I have also done some certification courses in udacity

Also, to note, I have been awarded the prestigious ideal student from the Damietta university in the year 2022

I have worked as a Back-end Developer from the year 2019 and possess 5 years of experience in software development.

I have got the opportunity to work on some very complex and challenging projects. I have contributed significantly to bringing the projects to their logical completion and successful deployment on many of them.

My current responsibilities include participating actively in the overall application life-cycle of the products. I collaborate with the frontend developers to deliver the project requirements.

I also define the technical and design requirements and ensure that they are appropriately communicated to the team. My focus is to develop high-quality reusable code that can be used in the future.

I am very much a team player and an overall performer and ensure the delivery of my assignments.

Thank You for your time