

YOUR NAME

PROFESSION / JOB TITLE

DATE

07 November 2017

TO

Mr Simmons
CEO/Founder
The Ringer.com
123 Street Name,
Los Angeles,
California,
90028

FROM

Sam Hemmer
Profession / Job Title
546 N. Woodward rd
Salina, Kansas, 67401
T: 785-653-9727
E: hemmersa.2016@gmail.com

PODCAST PRODUCER

Dear Mr Simmons,

I wish to apply for the role of podcast producer, currently being advertised.
Please find enclosed my Resume for your consideration.

As you can see from my attached Resume, I have over 4 years experience in a variety of different industries, and I believe the knowledge and skills built up during this time make me the right candidate for the role.

In my current role as an administrative assistant at Overland Property Group, I have been responsible for completely overhauling the way they store information in spreadsheets, which when coupled with my enthusiasm and dedication, has helped the business to thrive.

I am confident that I can bring this level of success with me to your organisation and help The Ringer by joining your army of dedicated millennials. With my previous experience and total dedication, I believe my contribution will have an immediate impact on the business.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Sincerely,

Sam Hemmer

YOUR NAME

PROFESSION / JOB TITLE

STATEMENT

I will work as hard as possible every single day.

CONTACT

546 N Woodward rd,
Salina, Kansas, 67401
785-643-9727
hemmersa.2016@gmail.com

EXPERIENCE

Summer 2015

SOLOMON CORP

Shop Intern

Worked in and operated on transformer electrical units. Ran testing on hundreds of transformer models.

2016-present

PRAIRELAND CO-OP

Assistant Manager

Kept inventory, ran cash register, and kept store running while owner was out.

2017-present

OVERLAND PROPERTY GROUP

Administrative Assistant

Pored through spreadsheets fixing errors, filed papers, multi-purpose

2015-2016

ART CINEMA

Manager/Ticket Operator

Sold tickets, ran concessions, in charge of cinema

EDUCATION

2016-present

BROADCAST JOURNALISM
University of Kansas

2016-present

SPORTS MANAGEMENT
University of Kansas

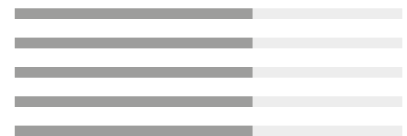
SKILLS

Hardworking

Loyal

Passionate

Versatile



REFERENCES

Sally Roth
Executive Coordinator
785-914-9770
sally@ovpgroup.com

Emily Rude
Manager
608-354-1093

SAM HEMMER

DATE

07 November 2017

TO

Mr Smith
Position in Company
Company Name
123 Street Name,
Town/City,
State/County,
Post/Zip Code

FROM

Your Name
Profession / Job Title
123 Street Name, Town/City,
State/County, Post/Zip Code
T: 028 1234 5678
E: yourname@email.com
www.yourwebsite.com

ADVERTISED POSITION WITHIN COMPANY

Dear Mr Smith,

I wish to apply for the role of [Job Title], currently being advertised.
Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over [time period] experience in the [Sector] industry, and I believe the knowledge and skills built up during this time make me the right/perfect candidate for the role.

In my current role as a [job title] at [employer name], I have been responsible for [Insert a quantifiable and notable achievement/s - e.g. a x% increase in revenue], which when coupled with my enthusiasm and dedication [insert skills relevant to the role – usually found in the job description], has helped the business to [measure of success].

I am confident that I can bring this level of success with me to your organisation and help [company name] build upon their reputation as [state their position in market – learned through your research]. With my previous experience and expertise, I believe my contribution will have an immediate impact on the business.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Sincerely,

Your Name

YOUR NAME

PROFESSION / JOB TITLE

STATEMENT

This is a section where you describe your professional career. Let the potential employer know why they would want to hire you. Facestemperum quae volorem faceror iassim autempor sum sinum dis illorerit, sunt quam quia et voluptatenis demporror as sae rem audam, cupis et ea se dolupic iisqueae.

EXPERIENCE

2012 - Present

COMPANY NAME

Position Held

Brief description of the position and the responsibilities you had in this post. Aximaxim agnihicabor aut vollabore omnihit rati idem ut optionsequi de vel magnihi lluptaturio voluptas ipiducienis ullanduntis earchic nam faccae odit.

2007 - 2012

COMPANY NAME

Position Held

Brief description of the position and the responsibilities you had in this post. Em dolo od que paris eturia namet qui suntia dis et quam nonet fugit, que istis mo ipsus, sae viderorectes dolore natus santoreperum voluptiossum nam quiasped mo.

2005 - 2007

COMPANY NAME

Position Held

Brief description of the position and the responsibilities you had in this post. Bitas aut etum quossen dantio tesequatur si conet volupta temque num fugitate quisqua ecerem eum dus nescit, consequiatem ullaborem. Nem derisim dellaccus.

2003 - 2005

COMPANY NAME

Position Held

Brief description of the position and the responsibilities you had in this post. Ga. Nequi offici consendit facepud istiustem exerfera imporem. Pos magnis volupta tiusdandant odio comnist asse pel et, suntinusant laccuptur.

CONTACT

123 Street Name, Town/City,
State/County, Post/Zip Code
T: 028 1234 5678
E: yourname@email.com
www.yourwebsite.com

SOCIAL MEDIA

- Social Media Link 1
- Social Media Link 2
- Social Media Link 3
- Social Media Link 4

EDUCATION

2000 - 2003

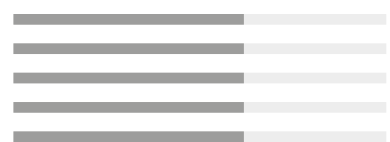
COURSE STUDIED
University/College Details

1998 - 2000

COURSE STUDIED
University/College Details

SKILLS

Skill 1
Skill 2
Skill 3
Skill 4
Skill 5



REFERENCES

Reference Name
Job Title
T: 028 1234 5678
E: name@company.com

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