



## Our Top Tips For Writing A Great Cover Letter

**FULL NAME HERE**

FULL CURRENT ADDRESS HERE

EMAIL ADDRESS

[Date]

[Name]

[Company]

[Address]

[City, ST ZIP]

Dear [Name],

I am excited to submit my application for [Position] with your company. As an individual with experience and significant contributions in the retail industries, I am well positioned to make [Company] grow.

The following examples from my CV represent the value I can deliver in this new role:

- Highly successful [Position] and [Position] with over [Duration] years' experience in [Industry], exceeding [Targets] and role modelling expectations of others.
- Focused on [List areas of focus].
- Exceptional communication with [List Stakeholders interactions].

During my career, I have applied my proven expertise and ongoing professional development to meeting and exceeding all objectives put before me. Further examples of my skills and achievements are outlined in the attached document. As you will see, I am dedicated to partnering with a team with the same passion for growth and success within the [field/industry].

I would very much like the opportunity to discuss, in person, how I can meet the demands of this role to advance the overall mission of your company. Thank you for reviewing this letter and the accompanying material.

Sincerely yours,

FULL NAME HERE

Attachment: Resume



# Cover Letter Update Same Day Delivery

**United States. Securities and  
Exchange Commission**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the SEC text.

**Cover Letter Update Same Day Delivery:**

*Defense Trade News* ,1993      Billboard ,1999-06-19 In its 114th year Billboard remains the world s premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and mobile entertainment issues and trends      The Legal News James Kirby,1884      *SEC Docket* United States. Securities and Exchange Commission,1981

**Christian Budget and News of the Day** ,1891      George Broomhall's Corn Trade News ,1899      Engineering News-record ,1895      The Illustrated London News ,1871      **Editor & Publisher** ,1971 The fourth estate      Engineering News ,1892      Munson Phonographic News and Teacher ,1884      *The American Architect and Building News* ,1890

*Science News Letter* ,1927      *Musical News* ,1898      **Medical News and Abstract** ,1897      **Knowledge & Illustrated Scientific News** ,1885      The Building News and Engineering Journal ,1872      **The Clinical News** ,1880

**The Chemical News and Journal of Physical Science** ,1888      *Railway News, Finance and Joint-stock Companies' Journal* ,1881

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