

Candidate Packet Template

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**First Last**

City, ST Zip | Phone | name@host.com |LinkedIn URL

Dear [Hiring Manager’s Name, Recruiter’s name or Hiring Team], [Date]

I would like to express my deep interest in the [Job Title] position at [Company Name] with the Listing ID [Listing#]]. After comparing your job description with my background, and doing further research on your business, the following are three main reasons why I believe I am a highly qualified candidate:

* You are looking for [Skillset from Job Description] and I have [your experience that directly correlates to that skillset desired].
* [Company Name] needs someone with skills and experience in and I [your experience that directly correlates to that skillset desired].
* The [Job Title Listed] position will be part of [Team or group name] that [enter function of this group as a verb] and I have [your experience that directly correlates to that function of the team]

I am not only a fit for your position, but I am passionate about the [Industry type] industry and the [Job Title Listed] function.

[First Name] or Mr. or Ms. \_\_\_\_\_, may I please request a phone and/or face-to-face interview? If I don’t hear back from you or a member of your organization within the next week, I will follow up with you. Thank you for your time and consideration.

Sincerely,

[Your Name]

Cell: [Your Phone Number]

E-mail: [Your E-mail Hyper-link]

LinkedIn: [Your LinkedIn Hyper-link]

**First Last**

|  |  |
| --- | --- |
| Position Title####### | [Your Name] |
| Job Specifications from the Job Description | **My Qualifications and Experiences** |
| Business Strategy and Business Investigations Expertise  | * Business Strategist during the past 12+ years.
* Leadership and problem-solving abilities delivered results within multiple groups.
* My attention to detail lead to the attainment of my organization’s overarching goals.
* Excellent financial modeling and merger/acquisitions skills.
 |
| Project Management and Cross Team Collaboration Excellence  | * Leading and managing many concurrent projects involving multiple stakeholders.
* My core strengths are ensuring collaborative buy-in from team members on project vision, attaining goals and objectives, and meeting the success criteria in a timely and organized fashion.
 |
| Highly Motivated and Results Driven   | * Received Gold Star and other forms of recognition in last 5 years.
* Complex problem-solving training, and Dale Carnegie workshops.
* Constant themes of my career have been focus, drive, and results.
 |
| Global customer experience; experience working with international customers and building global strategies  | * Proficient in Spanish.
* 10+ years living and traveling internationally.
* Sensitive to and understanding of cultural communication differences.
* Built a China Strategy for <company>, resulting in a X% increase in revenue year-over-year and Y% increase in volume.
 |
| Fluency in Microsoft Outlook, Excel, and PowerPoint (pivot tables) and Salesforce.com or other customer relationship management (CRM) system.  | * Fluency in Outlook, Word, and PowerPoint.
* Currently registered for a class on Advanced Excel to become fluent in pivot tables.
* Heavy user of Salesforce.com currently and able to learn other CRM solutions.
 |

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**SUMMARY**

**Title of Position Goal or the Position You are Applying To**

Describe yourself as you want the reader (your future job’s hiring team) to know you. Do not regurgitate your background. This top paragraph can be 3-4 short sentences. Then, use keywords to explain your profile. Do not make the following section a table (even if the borderlines are hidden). Do not use forward slashes or any other symbols.

 Keyword or Keyphrase | Keyword or Keyphrase | Keyword or Keyphrase

 Keyword or Keyphrase | Keyword or Keyphrase | Keyword or Keyphrase

 Keyword or Keyphrase | Keyword or Keyphrase | Keyword or Keyphrase

**PROFESSIONAL WORK EXPERIENCE**

**Company Name,** Job Title, City, ST month yyyy – month yyyy

*Short company description*

1-2 short sentence paragraph of job duties, including keywords found in your target job description(s).

*<All of the following bullets should start with a power verb:>*

* <**Skill Word**>: <Accomplished what> by <doing what>. <Result was: #/%/$>
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**Company Name,** Job Title, City, ST month yyyy – month yyyy

*Short company description*

1-2 short sentence paragraph of job duties, including keywords found in your target job description(s).

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**Company Name,** Title, City, ST month yyyy – month yyyy

*Short company description*

1-2 short sentence paragraph of job duties, including keywords found in your target job description(s).

* <**Skill Word**>: <Accomplished what> by <doing what>. <Result was: #/%/$>
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**Company,** Job Title, City, ST month yyyy – month yyyy

*Short company description*

1-2 short sentence paragraph of job duties, including keywords found in your target job description(s).

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**EDUCATION**

**Degree in Major,** University Name, City, ST, Graduation Honors, if applicable, Date

**TRAINING**

List training here

**CERTIFICATIONS**

List certifications here

**SKILLS**

List hard skills here such as computer expertise, foreign languages, other professional skills