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~ AF&TS Professional Cover Letters ~ - \$20.00 Fee

Professional Cover Letter - outline

Name: _____

Address: _____

City _____, State _____ ZIP _____

Phone: _____

Dear Recruiter,

Enclosed please find my **(resume type / job description)** – employment opportunity with your organization. I am a:

5 - 7 sentences: describing your character; current / prior employment experiences

2 - 3 sentences: describing your short-term / long-term goals

List three Strengths:

1)

2)

3)

Thanks in advance for your consideration.

Name _____

Email address: _____

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PayPal / Cash     



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~ AF&TS Professional Resumes ~ - \$65.00 Fee

Professional Resume – outline

Current / Most Experienced – job position / title

List 5-7 sentences: describing your current, desired and / prior employment experiences.

Computer skills: (i.e. – Micro soft applications; Databases; Automated programs, etc.)

CORE COMPETENCIES

List 5 – 7 Skills: current / past skillsets; skill requirements for a specific job opportunity

PROFESSIONAL EXPERIENCE

- 1) **Company Name** **City, State** **Employed From / To:**
4 - 5 sentences: list job responsibilities; goals accomplished; organization contributions

- 2) **Company Name** **City, State** **Employed From / To:**
4 - 5 job sentences: list responsibilities; goals accomplished; organization contributions

- 3) **Company Name** **City, State** **Employed From / To:**
3 - 4 job sentences: list responsibilities; goals accomplished; organization contributions

- 4) **Company Name** **City, State** **Employed From / To:**
3 - 4 job sentences: list responsibilities; goals accomplished; organization contributions

EDUCATION:

List current or most recent education (college, certifications and high school)
Provide month / year – for each degree, program or certifications

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