

Executive Writing Services

7614 Main Street, Ralston NE 68127— (402) 399-9853 ♦ ews@juno.com

Scan and e-mail to the above email address — PLEASE CHECK OR CIRCLE THE SELECTION & FILL OUT COMPLETELY —

SCANNER FORM FOR ONE COVER LETTER — FILL OUT COMPLETELY — DON'T WRITE IN THE MARGIN

ews@juno.com www.writearesume.biz

YOUR NAME _____ **Today's Date** _____ **Your Phone#** _____

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Job Title (if you know it): _____

- *Advertised position (name of newspaper or publication & page & column location):
 Omaha W-H Internet Other _____
- *Posted position (where was it posted) _____
- *3rd person referral (who told you about the job & his/her company) _____
- *Followup from conversation with the contact person in the attention line below ↓
(date of that conversation) _____
- *Letter of INQUIRY (unadvertised position).
- ASSERTIVE Closing Paragraph (you will call them) — OR PASSIVE (ask them to call you)

Addressee Company Name: _____

Street Address _____ **City/State/Zip** _____

Circle one: Is this company an **Employer Agency Executive Recruiter**.

To the attention of: (contact person's name & title or just "Human Resources") _____

Dear Mr. Ms. Mrs. Sir or Madam 1st Name or Other (Dr., Rev.): _____

Special Instructions (Do they require salary requirements or history? Do we need to change your objective or update your résumé? **email?** Special comments?) _____

PLEASE INDICATE YES OR NO TO ALL —

Do you want a plain paper copy of your letter (20¢)? Yes No

Do you want us to run a print of your résumé with this letter? Yes No

Do you want us to sign and mail or fax it for you (plus postage or fax and handling)? Yes No

Or do you prefer that we bill you (payment within 5 working days)? Yes No

Or would you prefer to stop by and pay within 5 working days? Yes No

\$15.00

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