

TO DO LIST NOTEBOOK WOOD COVER DAILY TO DO Textbook

To Do List Notebook Wood Cover Daily To Do

Organi

****Embracing Organization with a To Do List Notebook Wood Cover Daily To Do Organi****

to do list notebook wood cover daily to do organi might sound like a mouthful, but it

perfectly captures the essence of a beautifully crafted, functional tool designed to elevate your daily organization. In a world dominated by digital apps and endless notifications, there's something profoundly satisfying about writing your tasks down on paper—especially when the notebook itself boasts a unique and sturdy wood cover. This blend of aesthetics and practicality not only helps you stay on top of your daily errands but also adds a touch of elegance to your workspace.

Let's dive into why a to do list notebook with a wooden cover is not just a stylish accessory but also a game-changer in boosting productivity and organization.

The Appeal of a To Do List Notebook Wood Cover Daily To Do

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When you think about organizing your day, your mind might immediately jump to apps or digital calendars. Yet, many people find that physical notebooks provide a more tactile and focused experience. A to do list notebook wood cover daily to do organi merges this

tactile satisfaction with durability and uniqueness.

Why Choose a Wood Cover?

Wood covers stand out from typical cardboard or leather-bound notebooks because they offer:

****Durability:**** Wood is sturdy and resistant to wear and tear, protecting your pages through daily use.

****Aesthetic Appeal:**** The natural grain patterns make each notebook one-of-a-kind, giving your daily planner a personal touch.

****Eco-Friendliness:**** Many wood-covered notebooks are made using sustainable materials, making them a greener choice.

****Sensory Experience:**** The feel and weight of a wooden cover add an unexpected sensory delight to your routine.

This combination means your notebook isn't just a tool—it becomes a cherished companion in your quest to stay organized.

How a Daily To Do Organi Enhances Productivity

The term "daily to do organi" hints at an organized system for managing everyday tasks. Using a dedicated notebook specifically designed for daily planning can revolutionize how you approach your workload.

Structuring Your Day Effectively

A well-designed to do list notebook will often include:

****Daily task sections:**** Spaces to jot down urgent or important tasks for each day.

****Prioritization prompts:**** Areas where you can mark high-priority items to focus on.

****Time-blocking layouts:**** Sections to allocate specific time slots for tasks, meetings, or breaks.

****Reflection zones:**** Spots to review what was accomplished and what needs carrying forward.

With a wooden cover protecting these thoughtfully arranged pages, you're more likely to treat your daily planning as a ritual rather than a chore.

Benefits of Writing Tasks by Hand

Studies show that physically writing tasks can improve memory retention and commitment. When you write down your to do list, you engage more senses, making your goals feel more tangible. The solid feel of the wood cover complements this process, grounding your planning experience.

Incorporating LSI Keywords Naturally

To expand on the concept of the to do list notebook wood cover daily to do organizer, it's helpful to consider related terms that reflect the broader benefits and features of such products.

Task Management and Daily Planner Essentials

Words like **task organizer**, **daily planner**, **productivity journal**, **time management notebook**, and **schedule tracker** are all integral to understanding the role these

notebooks play. They aren't just about jotting things down but about creating systems that make day-to-day life smoother.

Eco-Friendly and Stylish Stationery

Incorporating terms like *sustainable notebooks*, *wooden journal cover*, *handcrafted planner*, and *natural material notebook* highlights the growing trend toward eco-conscious and artisanal stationery. The wooden cover elevates the notebook beyond function, making it a fashionable accessory for your desk or bag.

Tips for Getting the Most Out of Your To Do List Notebook Wood

Cover Daily To Do Organi

Owning a beautiful notebook is one thing; using it effectively is another. Here are some practical tips to leverage your wooden cover daily planner to boost your organization skills:

1. Customize Your Layout

If you purchase a notebook with blank or dot grid pages, design your own daily to do organi system. Include sections like:

Morning priorities

Afternoon tasks

Evening reflections

Notes or ideas

This way, the notebook aligns perfectly with your workflow.

2. Use Color Coding

Bring some vibrancy to your pages by using colored pens or highlighters. Assign colors for different task types—work, personal, errands, or appointments. This visual distinction helps in quickly scanning your list and managing time more efficiently.

3. Set Realistic Goals

A common mistake is overloading daily task lists. With your wooden cover notebook in hand, focus on three to five meaningful tasks each day. Crossing off completed items feels rewarding and keeps motivation high.

4. Keep It Accessible

The sturdiness of the wood cover means your notebook can travel with you without damage. Keep it in your bag or at your desk to ensure it's always handy when inspiration or reminders strike.

The Unique Charm of Wood-Covered Notebooks in Office and

Home Settings

Whether you're at an office desk or cozy at home, a to do list notebook wood cover daily to do organizers a blend of professionalism and warmth.

Elevating Your Workspace

A wooden cover adds a natural, earthy element that contrasts nicely with screens and tech gadgets. It invites you to slow down and focus, creating a calming effect that can enhance concentration.

Gift Potential

Because of their distinctive look and durability, these notebooks make excellent gifts for students, professionals, or anyone looking to improve their organization. Personalizing the wood cover with engravings or custom designs adds sentimental value.

Choosing the Right To Do List Notebook Wood Cover Daily To Do Organi for You

Not all wooden cover notebooks are created equal. When selecting one, consider:

****Size:**** Do you want a compact notebook for portability or a larger one for more writing space?

****Paper quality:**** Thick, smooth paper enhances the writing experience and prevents ink bleed.

****Binding type:**** Spiral-bound notebooks lie flat, while stitched bindings offer a classic look.

****Additional features:**** Some come with elastic closures, pen holders, or pockets for loose papers.

Taking these factors into account ensures your daily to do organi notebook fits seamlessly into your lifestyle.

Exploring the world of to do list notebook wood cover daily to do organi reveals much more than a simple planner—it's a thoughtfully designed tool that combines tradition with modern organization needs. By investing in a high-quality wooden notebook and embracing handwritten task management, you invite clarity and calm into your daily routine, helping you achieve your goals with style and substance.

Question

Answer

What are the benefits of using
a wood cover for a daily to-do
list notebook?

A wood cover provides durability, a unique aesthetic,
and a natural, eco-friendly feel, making your daily to-do
list notebook both sturdy and stylish.

How does a daily to-do list
notebook help improve
productivity?

Using a daily to-do list notebook helps organize tasks,
prioritize activities, and track progress, which enhances
focus and time management leading to improved
productivity.

Is the wood cover on the to-do
list notebook eco-friendly?

Yes, many wood cover notebooks use sustainably
sourced wood or reclaimed materials, making them an
eco-friendly choice compared to plastic or synthetic

covers.

Can a wood cover daily to-do

list notebook be personalized?

Many wood cover notebooks offer customization

options such as engraving names, logos, or

motivational quotes, allowing you to personalize your

organizer to suit your style.

What features should I look

for in a daily to-do list

notebook with a wood cover?

Look for features like high-quality paper, ample writing

space, a sturdy and smooth wood cover, a layout that

suits your planning style, and additional elements like

pockets or bookmarks for enhanced organization.

****The Rise of To Do List Notebooks with Wood Covers for Daily Organization****

to do list notebook wood cover daily to do organi has become an increasingly

popular phrase among productivity enthusiasts and organizational aficionados. In a world

dominated by digital planners and endless apps, there is a tangible resurgence of interest

in analog tools that not only serve a practical function but also provide aesthetic and

tactile satisfaction. This trend highlights the evolution of daily organization methods,

where classic stationary meets modern design elements such as wooden covers to create

a unique and durable option for managing tasks.

Understanding the Appeal of To Do List Notebooks with Wood Covers

The concept of a to do list notebook featuring a wood cover is more than just a stylistic choice. It taps into a deeper desire for sustainable, long-lasting, and visually appealing products that stand out from mass-produced paperbacks. Wood as a material conveys durability, natural beauty, and an eco-conscious mindset, appealing to users who seek to integrate these values into their daily routines.

From a functional perspective, these notebooks serve as daily to do organizers, helping users structure their tasks efficiently. They often incorporate thoughtfully designed layouts that facilitate prioritization, time-blocking, and reflection, making them invaluable for professionals, students, and anyone looking to optimize productivity.

Material Quality and Design Innovation

One of the key differentiators of to do list notebooks with wood covers lies in their material craftsmanship. Unlike typical paper or cardboard covers, wood offers a unique texture and sturdiness. Common wood types used include bamboo, maple, and walnut, each bringing distinctive grains and durability.

Designers often pair wooden covers with high-quality, eco-friendly paper, ensuring a smooth writing experience while maintaining environmental responsibility. Many products also feature laser-engraved patterns or personalized engravings, elevating the notebook

from a mere tool to a personalized accessory.

Daily To Do Organization Features

The effectiveness of these notebooks hinges on their internal layout tailored for daily to do

lists. Users can expect:

Structured Task Sections: Clear areas to list daily priorities, secondary tasks, and

1.

notes.

Time Management Tools: Hourly breakdowns or time-blocking segments to

2.

allocate tasks precisely.

Habit Trackers: Integrated trackers to monitor habits alongside daily task

3.

completion.

Reflection Prompts: Spaces for end-of-day reflections or gratitude entries to boost

4.

mindfulness.

These features contribute to a holistic approach to daily organization, allowing users to

not only plan but also review and adjust their productivity strategies.

Comparative Analysis: Wood Cover Notebooks vs. Traditional Covers

When comparing wood cover notebooks to conventional paper or leather-bound options, several factors come into play:

Durability and Longevity

Wood covers are generally more resilient to wear and tear. Their rigid structure protects pages better than flexible paper covers, making them ideal for frequent use and travel.

However, wood can be susceptible to scratches or dents, requiring some care, whereas leather may scratch but typically shows wear more gracefully.

Aesthetic and Environmental Considerations

From an aesthetic viewpoint, wooden covers offer a distinctive, natural look that ages beautifully over time. Environmentally, sustainably sourced wood and recycled paper components make these notebooks a preferable choice for eco-conscious consumers, especially compared to plastic or synthetic materials commonly used in other products.

Weight and Portability

One potential downside is that wood covers tend to add extra weight. For users prioritizing ultra-light travel gear, this could be a drawback. However, many manufacturers aim to balance sturdiness with portability by using thin wood veneers or composite materials.

Integrating To Do List Notebooks into Daily Routines

To maximize the benefits of a to do list notebook wood cover daily to do organi, users should consider their personal productivity styles. For instance, those who thrive on visual planning may appreciate the tactile engagement of handwriting tasks and seeing progress

physically marked o?.

Strategies for Effective Use

Morning Planning: Start each day by reviewing the notebook's to do list section

1.

and prioritizing tasks.

Midday Check-ins: Use built-in trackers or notes to adjust plans based on

2.

progress.

Evening Reflection: Utilize reflection prompts to assess accomplishments and set

3.

intentions for the next day.

Incorporating these strategies can turn a simple notebook into a comprehensive productivity system.

Customization and Personalization

Many users value the ability to customize their to do list notebooks. Wood cover notebooks often allow for personalized engravings or the addition of elastic bands, pen holders, and bookmarks. This customization enhances usability and makes the notebook a personal artifact rather than just a generic planner.

Market Trends and Consumer Preferences

The surge in interest around sustainable and artisanal products has fueled demand for

wood cover notebooks tailored for daily organization. Market research indicates that consumers in the millennial and Gen Z demographics particularly favor products that blend style with functionality and environmental mindfulness.

Furthermore, the rise of remote work and flexible schedules has increased reliance on analog tools to complement digital calendars and apps. The tactile experience of writing on paper, combined with the durability of wood covers, meets this emerging need effectively.

Price Points and Accessibility

While premium wood cover notebooks tend to carry a higher price tag compared to mass-market paper planners, many users view this as an investment in quality and longevity. Entry-level options are increasingly available through online marketplaces, making these notebooks accessible to a broad audience.

Conclusion

The to do list notebook wood cover daily to do organi represents a fusion of traditional paper planning with modern design sensibilities and sustainability values. Its growing popularity reflects a nuanced consumer preference for products that enhance productivity while offering durability and aesthetic appeal. As more individuals seek to organize their daily lives effectively amid a digital overload, such notebooks provide a refreshing and practical alternative that blends craftsmanship with functionality.

to do list notebook, wood cover notebook, daily organizer, task planner, wooden notebook,

productivity planner, daily to do organizer, task management notebook, wooden cover

planner, daily schedule notebook

ATTACH COVER LETTER

Attach Cover Letter: Your Ultimate Guide to Making a Strong Job Application

Attach cover letter is a crucial step in the job application process that can significantly influence your chances of landing an interview. A well-crafted cover letter not only complements your resume but also provides an opportunity to showcase your personality, enthusiasm, and suitability for the role. In today's competitive job market, understanding how to effectively attach and present your cover letter can make all the difference. This comprehensive guide will walk you through everything you need to know about attaching a cover letter, from its importance to practical tips for optimizing your application.

Why Is Attaching a Cover Letter Important?

1. Personalizes Your Application

A cover letter allows you to address the hiring manager directly, demonstrating your genuine interest in the position and the company. Personalization can set you apart from other candidates who submit generic applications.

2. Highlights Your Unique Qualifications

While your resume provides a snapshot of your skills and experience, the cover letter offers a platform to elaborate on specific achievements and explain how your background aligns with the company's needs.

3. Demonstrates Your Communication Skills

Clear, professional, and compelling writing in your cover letter reflects your ability to communicate effectively ? a trait highly valued in most roles.

4. Shows Your Attention to Detail

Properly attaching your cover letter indicates that you've followed instructions carefully, which can leave a positive impression on recruiters and hiring managers.

How to Effectively Attach Your Cover Letter

1. Choose the Correct File Format

When attaching your cover letter, always use widely accepted file formats such as:

- PDF (.pdf) ? preserves formatting and is universally accessible
- Microsoft Word (.doc or .docx) ? compatible with most applicant tracking systems (ATS)

Avoid formats like Google Docs links or images, which may not open properly or could be flagged by ATS software.

2. Name Your File Appropriately

Use a clear, professional filename, such as:

- Firstname_Lastname_CoverLetter.pdf
- John_Doe_CoverLetter.docx

This helps recruiters easily identify your application and prevents confusion or misplacement.

3. Follow Application Instructions Carefully

Many job postings specify how to attach your cover letter. Common instructions include:

- Uploading the cover letter as an attachment in the online application portal
- Copying and pasting the cover letter into a designated text box
- Sending it via email with a specific subject line or email body instructions

Always adhere strictly to these instructions to demonstrate your attention to detail.

4. Use a Consistent Naming and Submission Approach

If applying via email, include your cover letter as an attachment and mention it in your email body. For online portals, upload the file in the designated section. Consistency ensures your application

appears professional and organized.

Best Practices for Attaching a Cover Letter

1. Keep the File Size Reasonable

Ensure your cover letter file is not too large; typically, under 1MB is sufficient. Compress images if included, and avoid unnecessary graphics or elaborate formatting that can increase file size.

2. Ensure Compatibility and Accessibility

Test your attachment on different devices and software to confirm it opens correctly. Use standard fonts (like Arial, Times New Roman, or Calibri) and avoid unusual formatting to ensure readability.

3. Double-Check for Errors

Before attaching, proofread your cover letter thoroughly. Use spell check tools and ask a friend or mentor to review it for clarity and professionalism.

4. Confirm the Attachment Before Submitting

Always verify that you've attached the correct file and that it opens properly before final submission. Missing or incorrect attachments can disqualify your application.

Optimizing Your Cover Letter for Applicant Tracking Systems (ATS)

1. Use Relevant Keywords

Many companies use ATS software to filter applications. Incorporate keywords from the job description naturally into your cover letter to increase the chances of passing initial screenings.

2. Keep Formatting Simple

Avoid complex layouts, tables, or graphics that may confuse ATS scanners. Stick to standard fonts and straightforward formatting.

3. Include Your Contact Information

In the header of your cover letter file, include your name, phone number, email address, and LinkedIn profile if applicable. This information should also match your resume for consistency.

Sample Process for Attaching a Cover Letter via Email

- Compose a professional email addressed to the hiring manager or application portal.
- Write a concise, compelling email body that references your attached cover letter and resume.
- Attach your cover letter file, named appropriately (e.g., Jane_Doe_CoverLetter.pdf).
- Attach your resume separately, also named professionally.
- Review the email and attachments for correctness and completeness.
- Send the email and monitor for any delivery confirmation or follow-up instructions.

Common Mistakes to Avoid When Attaching a Cover Letter

- Not following the application instructions regarding attachments
- Using an unprofessional email filename or cover letter filename
- Sending the wrong file or an outdated version
- Overloading the file with excessive graphics or complex formatting
- Failing to proofread, resulting in typos or grammatical errors
- Neglecting to include a cover letter altogether when it is requested

Conclusion: Mastering the Art of Attaching Your Cover Letter

Attaching a cover letter might seem like a simple step in the job application process, but it carries significant weight in making a positive impression. From choosing the right file format and naming conventions to adhering to application instructions and optimizing for ATS, every detail counts. A professional, well-attached cover letter showcases your enthusiasm, attention to detail, and suitability for the role, ultimately increasing your chances of securing an interview.

Remember, your cover letter is your personal introduction ? ensure it is attached correctly and presented in the best possible manner. By following the guidelines outlined in this article, you can confidently navigate the attachment process and stand out as a strong candidate in the competitive job market.

Attach Cover Letter: A Comprehensive Guide to Crafting an Effective Job Application

In the competitive landscape of today's job market, a well-crafted cover letter can be the difference-maker that secures you an interview. The "attach cover letter" process, often overlooked or underestimated, is a crucial step in presenting yourself professionally and highlighting your suitability for a role. This detailed guide delves into every aspect of attaching and submitting a cover letter, ensuring you understand not only the how but also the why behind each step.

Understanding the Importance of Attaching a Cover Letter

A cover letter serves as your personal pitch, complementing your resume by offering context, showcasing your personality, and emphasizing your most relevant skills. Attaching it correctly ensures that hiring managers can easily access and review your introduction.

- **First Impressions Matter:** Your cover letter often forms the first impression. An attached, well-organized cover letter demonstrates professionalism and attention to detail.
- **Personalization:** Unlike a resume, a cover letter allows you to tailor your message to the specific role and company.
- **Highlighting Fit:** It provides an opportunity to explicitly connect your experience with the job requirements.

How to Properly Attach a Cover Letter

Attaching a cover letter is straightforward but requires attention to detail to avoid technical or formatting issues that could hinder your application.

1. File Format and Naming

Choosing the right file format and naming convention is essential for clarity and professionalism.

- **Preferred Formats:** Use PDF unless the employer specifies otherwise. PDFs preserve formatting across devices and are universally accessible.
- **Naming Convention:** Use clear, professional filenames such as:
 - `FirstName\_LastName\_CoverLetter.pdf`
 - `John\_Doe\_Application.pdf`
- **Avoid:** Unprofessional formats like Word .doc/.docx files unless explicitly requested.

2. File Size and Quality

Ensure the file size is reasonable to facilitate easy download and upload.

- **Optimal Size:** Under 2MB is generally ideal.
- **Quality Check:** Confirm that text is clear, and formatting is intact before submitting.

3. Uploading the Cover Letter

Most applications involve uploading files via an online portal, email, or applicant tracking system (ATS).

- Online Application Portals:
- Follow prompts carefully.
- Upload the cover letter as a separate document if instructed.
- Confirm successful upload before submitting.
- Email Applications:
- Attach the cover letter as a PDF.
- Mention the attachment clearly in your email body.
- Applicant Tracking Systems:
- Use the designated upload fields.
- Ensure the correct document is uploaded to the corresponding field.

Best Practices for Attaching Your Cover Letter

Proper attachment is just the first step. Follow these best practices to optimize your application:

1. Follow Instructions Explicitly

Employers often specify how they'd like your cover letter submitted.

- Read Carefully: Check for instructions regarding file format, naming, and submission method.
- Follow to the Letter: Non-compliance can lead to automatic disqualification.

2. Combine or Separate Files?

Depending on application instructions:

- Separate Files: Attach your cover letter and resume separately if instructed.
- Combined Document: Some employers prefer a single document with both your cover letter and resume, especially when submitting via email.

3. Use Professional Email Etiquette

If submitting via email:

- Subject Line: Include your name and position, e.g., "John Doe - Marketing Manager Application."
- Email Body: Write a brief, professional message referencing the attached cover letter.
- Attachments: Double-check attachments before sending.

Content Tips for Your Cover Letter

While this guide focuses on attaching your cover letter, it's essential to craft a compelling document. Here are key elements:

- Personalization: Address the letter to a specific person whenever possible.
- Introduction: Clearly state the position you are applying for and how you found out about it.
- Body:
 - Highlight relevant skills and experiences.
 - Explain why you are interested in the role and company.
 - Demonstrate how your background aligns with the company's needs.
- Closing: Express enthusiasm and include a call to action, such as requesting an interview.

Common Mistakes to Avoid When Attaching a Cover Letter

Being mindful of pitfalls can improve your chances:

- Incorrect File Format: Sending a Word document instead of PDF when PDFs are preferred.
- Poor File Naming: Using unprofessional or confusing filenames.
- Missing Attachments: Forgetting to attach or uploading the wrong document.
- Technical Issues: Corrupted files or incompatible formats.
- Not Following Instructions: Ignoring application guidelines can lead to rejection.

Additional Considerations for Different Submission Methods

Depending on how you submit your application, there are specific considerations:

1. Email Applications

- Attach your cover letter as a PDF.
- Mention in the email body that the cover letter and resume are attached.
- Use a professional email signature with contact info.

2. Online Application Portals

- Upload files in the correct sections.
- Use the "browse" or "upload" buttons carefully.
- Confirm the files are correctly attached before final submission.

3. Applicant Tracking Systems (ATS)

- Use standard filenames and formats.
- Avoid graphics or unusual formatting that could interfere with ATS parsing.

Final Checklist Before Attaching and Submitting

Ensure your application is polished and ready:

- ☐ Cover letter is saved as a PDF with a clear filename.
- ☐ Resume is also prepared and uploaded accordingly.
- ☐ File sizes are within acceptable limits.
- ☐ No typos or grammatical errors.
- ☐ All instructions from the employer are followed.
- ☐ Attachments are correctly uploaded and visible.
- ☐ Email or application message is professional and concise.
- ☐ Confirmation received that the application was successfully submitted.

Conclusion: The Power of a Well-Attached Cover Letter

Attaching your cover letter correctly is a vital step in the job application process. It reflects your professionalism, attention to detail, and respect for the employer's instructions. A seamless, error-free attachment paired with a compelling cover letter can significantly boost your chances of catching a recruiter's eye and securing that coveted interview.

Remember, each application is an opportunity to showcase your qualifications and enthusiasm. Paying careful attention to the attachment process demonstrates your organizational skills and commitment. Invest time in preparing your cover letter and ensuring it is attached properly—your future career may depend on it.

Question How should I attach my cover letter when submitting a job application? You should attach your cover letter as a separate document, typically in PDF format, and upload it along

with your resume through the application portal. If submitting via email, include the cover letter as an attachment and mention it in your email message. Is it necessary to attach a cover letter to every job application? Not always. Some job postings specify whether a cover letter is required. When it is optional, attaching a well-crafted cover letter can still give you an edge, but always follow the instructions provided. What is the best way to name my cover letter attachment? Name your file clearly and professionally, such as 'John_Doe_Cover_Letter.pdf', to ensure it is easily identifiable by recruiters. Should I attach my cover letter as a PDF or Word document? It is recommended to attach your cover letter as a PDF to preserve formatting and ensure compatibility across different devices and systems. Can I copy and paste my cover letter into an online application instead of attaching a document? Yes, many online applications allow you to paste your cover letter directly into a text box. However, attaching a formatted document is often preferred for professionalism and clarity. How do I reference my attached cover letter in my email application? In your email, mention that you have attached your cover letter and resume, and briefly highlight your interest in the position. For example: 'Please find my cover letter and resume attached for your consideration.' Should I customize my cover letter for each job and attach it accordingly? Absolutely. Tailoring your cover letter to match the specific job requirements and attaching this customized document shows genuine interest and attention to detail. What should I do if the application system doesn't allow attachments for the cover letter? If attachments aren't permitted, copy and paste your cover letter into the designated text box. If that's not an option, mention in your cover letter that you are happy to provide it upon request. Is it appropriate to follow up with an employer after submitting my cover letter and resume? Yes. After a reasonable period, sending a polite follow-up email can reaffirm your interest and inquire about the status of your application, referencing your attached cover letter. What are common mistakes to avoid when attaching a cover letter? Avoid using incorrect file formats, failing to name the file professionally, submitting an outdated or generic cover letter, and forgetting to mention or reference the attached document in your application or email.

Related keywords: submit cover letter, include cover letter, attach resume and cover letter, cover letter submission, email cover letter, upload cover letter, cover letter attachment, send cover letter, add cover letter, cover letter file

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