

Dynamic Cover Letters: How to Write the Letter that Gets You the Job, 9781580082273, Katharine Hansen, Randall S. Hansen, 2001, Ten Speed Press, 2001, 171 pages

Writing a cover letter is a lot simpler than you might think. In this guide, we're going to teach you how to write a cover letter that gets you the job you deserve: We'll cover: What's a Cover Letter & Why It's Important For Your Job Search. How to Write a Convincing Cover Letter That Gets You The Job (Step-by-step!) How to Perfect Your Cover Letter With the Novorésumé Free Checklist. A cover letter is a one-page document that you submit as part of your job application (alongside your CV or Resume). Its purpose is to introduce you and briefly summarize your professional background. On average, your cover letter should be from 250 to 400 words long. A good cover letter can spark the HR manager's interest and get them to read your resume. Learn how to write a professional cover letter with our guide. Here's how to write a great cover letter for a job application, so you can get your dream job. Write My Cover Letter Now. What is a cover letter? A cover letter, also known as a covering letter or application letter, is a one-page document that introduces a job seeker's work history, professional skills, and personal interest in applying for a job. Remember that any of the information you include should be relevant to the job you're applying for. For instance, your theater club experience will have no relevance for an accounting job, unless you were the treasurer. We've color-coded the following examples to demonstrate how you can weave your qualifications into an excellent entry-level cover letter. Good example. How to Address Your Cover Letter Figure out the name of the hiring manager. This small detail makes a huge difference. It makes your letter seem less formulaic, and shows the hiring manager that you care about this opportunity enough to figure out who to write to. Go with another manager's name if you can't find the hiring manager. Write the first paragraph of your letter. This is where you will mention the job for which you're applying and how you found the job listing. It only needs to be 1 to 2 sentences in length. Want Feedback on your Cover Letter? Include your email address and phone number to make sure the manager can get in touch with you. Mention any attachments you've included. This could be references, a resume, your portfolio, or other requested materials.