

Cover Letters

A cover letter is a vital form of written correspondence used in the job search process. Its purpose is to transmit and introduce the resume of credentials that accompanies it. Its mission is to elicit an invitation for a face-to-face employment interview.

Don't forget to check out our [Cover Letter Sample](#) and [Cover Letter Recipe](#)

Cover Letter Advice

- It must be well- written, effective, and professional. Like highly polished attire and grooming for an interview, it serves to put your best foot forward.
- Cover letters give you an opportunity to express more subjective thoughts, feelings, and beliefs than is afforded in a resume. They should motivate potential employers to review your credentials carefully.
- Utilize this unique communication device to draw attention to or accent any special capabilities or aspects of your background that enhance your candidacy for a specific position.
- Mailing or faxing a cover letter and resume is most effective when serving to immediately follow up a conversation with a hiring authority who has clearly indicated that an appropriate and interesting vacancy (ies) exists in the time-frame corresponding with your availability.
- A more generic "broadcast" letter format is frequently used by job seekers, but is generally far less successful than the highly tailored and "warmed-up" letter that has been solicited by the employer.
- Strive to use the correct name and title of the individual to whom the letter is directed. When possible, mention other employees of the organization or business professional(s) who have referred you to the company or position.
- Emphasize your knowledge of the company's products, operations, philosophies, or recent events as well as the specific job activities/responsibilities of the position for which you are applying. Express interest and enthusiasm by relating the position to your own experiences or interests.
- In your writing style... be natural. Write the way you would talk, then edit to achieve professional conciseness. Today's business professionals are busier than ever, they value tight, clear, meaningful prose. Write so your reader will enjoy it.
- Proofread very carefully for grammar, spelling, neatness, and general attractiveness. You either build your case or shoot yourself in the foot with your attention to detail.
- It's not required to use stilted, formal, or other language lacking feeling and spirit. Try to charge your reader with your genuineness, insight, and a glimpse of the "soul" you will bring to the organization you wish to join!
- Again, a cover letter "hot off the press" after speaking with a hiring manager with an immediate employment need is what wins interview opportunities and jobs. Investigate ways to set up a cover letter production system that produces highly professional work quickly. In many cases, timeliness is the key to success.