

Name: _____

Writing a Cover Letter

A resume is not the only important paper you have to create to get a job. Another thing is a strong cover letter. People who are hiring today are very busy. They don't always read the resume clearly. You might only have a few minutes to impress someone. You could miss out on a great job if you don't get his or her attention. One way to do this is with a great cover letter.

A great cover letter can help you get a job. A person will be more interested in reading your resume if the cover letter gets their attention. A cover letter is a way to quickly show why you are interested in the job. It also tells why you would be good at the job.

You should always talk about skills that have to do with the job. Even if you don't have a lot of experience, there is always a skill that will help you. You wouldn't be applying for the job if you didn't think you'd be good at it!

The cover letter should look a lot like your resume. Use the same paper and font that you used when you typed your resume. Make sure there are no mistakes in it, too. Start the letter with your name and address. Also, put



Cover Letter Reading Comprehension Ideas

RJ Alexander



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