

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 really care very much. They don't always read the resume closely. They might only have a few minutes to improve someone. You could come out on a great job if you don't get the best 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, and that the letter ends with your name and address. Also put your phone number and any other way the company could contact you. This could be a cell phone number or an email address.

Next, put the person's or the company's name. Make sure you get the full address and job title of those in one. Under that, put the name of the person you are writing to. If you have a name, start with Mr. or Ms. and the last name. If not, start with "Dear" and the name of the department you are writing to. Put a comma after the name.

Next comes the opening paragraph. This is where you will have your first run about the job. You may have read about the job in a newspaper. Some people find new jobs on the Internet. Or maybe your uncle told you about this great company and that you really want to find out more. Tell them you want to find a job.

The second paragraph will tell why you would be good for the job. Start by telling us how you feel. This is where you show the company a picture of the skills you have. Do talk any skills you have working with people. Also include any classes or jobs that you have had in the past.

The third paragraph is where you try to tell the company why they should hire you. Are you a great worker who is always on time? Are your supervisors or the job work well with other people? Tell them this. Think about the company. What kind of worker do you know that would make you a great employee?

End your cover letter with how the company can contact you. If they can only reach you during a certain part



Cover Letter Reading Comprehension Review

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