

4 Cover Letter Secrets To Land You More Job Interviews Next Week

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Learn more on how to write an amazing cover letter: <http://www.resumebycprw.com/cover-letter.htm>

Dear Job Seeker:

When you're hungry for a sandwich you step up to the deli counter and *ask* for it. If you're in the market for a new car, you go to a dealership and *ask* to see the model you're interested in. And if you spot a book you'd like to buy, you *ask* the clerk to ring up your purchase.

ASKING is the first key to getting what you want. Asking *effectively* is the second and most important key. Yet many job hunters forget this essential key when it comes to an interview for the job they're eager to fill.

FOUR Little-Known Secrets To Asking For The Job Interview In Your Cover Letter



1. **GRAB** the hiring manager's attention with a great **HEADLINE** written in **Bold Title Caps** just above the greeting in your cover letter.

I Am Asking For The Opportunity To Interview For The Position Of [Insert Job Title here].

2. **LIST** your qualifications in the beginning of your letter.

Your description of the position of sales manager suits me perfectly. I've been recognized for all the attributes you mentioned. But I'm also interested in finding out your expectations for the person you hire. I'd be happy to come to your office for an in-person meeting. Meanwhile, following are some of the responsibilities I've had over the past three years. (Follow this with bullet points or a numbered list).

3. **STATE** a meeting time in your final paragraph.

Can we schedule an interview within the next two weeks? I'm available any afternoon between 1:00 and 5:00. I will arrive prepared and ready to listen and to answer any questions you may have. What works best for you?

4. **COMMUNICATE** your enthusiasm at the end of your letter.

I'm eager to meet you in person to discuss my qualifications and to hear what you have to say. [Insert Company Name Here] is at the top of my list of companies I'd like to work for. You can reach me any time on my cell phone: 555-555-5555.

Let go of waiting and hoping. These four secrets when applied strategically will land you more interviews that bring results! Take charge of your career today by asking for (and getting) what you want.

Jimmy Sweeney is the president of CareerJimmy and author of several career related books and writes a monthly article titled, "Job Search Secrets." Visit our friends at Amazing Cover Letters for your "instant cover letter today: <http://www.resumebycprw.com/cover-letter.htm>. "In just 3½ minutes you will have an amazing cover letter guaranteed to cut through YOUR competition like a hot knife through butter!"