

7 Simple Steps To An Amazing Cover Letter

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President of CareerJimmy and Author of the Amazing Cover Letter Creator

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

Dear Job-Seeker:

It's a fact. A well written cover letter can land you many more job interview requests. BUT, a truly "amazing" cover letter is not a cover letter at all...it's a SALES letter.

7 Quick and Easy Steps to Cover Letter SUCCESS

1. Put three paragraphs on one page. Number 1: State the job you want. Number 2: List your qualifications. Number 3: ASK for the job interview clearly and directly. Ask and you shall receive. ☺
2. Write only three or four sentences in each paragraph.
3. Create generous margins, leaving plenty of white space. Be sure to double space between paragraphs. Use numbers or bullets to make the letter easy to read.
4. Capture the reader's attention by putting the first sentence of each paragraph in **bold face**.
6. Read your letter carefully to catch errors, then print it out for one final edit.
7. Keep your cover letter to ONE PAGE, no exceptions.



Picture the employer opening *your* cover letter—and finding a friendly, well-written page that contains only what is necessary to evaluate you for the job. Make it easy for the employer to say "yes."

There you have it! SEVEN SIMPLE STEPS to an amazing cover letter that will inspire any employer to read yours from the first word to the last, and then reach for the phone and offer you an interview that could lead to the job of your dreams.

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!"