

A Cover Letter 'Wizard' Always Asks The Magic Question!

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

Dear Job-Seeker:

You may not believe this but it's true. Thousands, maybe millions, of job-seekers spend hours preparing a cover letter to die for. And then it dies! Why? Because they neglect the one action step that makes all the difference. They don't ASK for an interview.

And those who remember to ask lack the 'magic' that results in a 'yes' from the hiring manager. "May I please come in for an interview—if you have time?" OR "Would you have time to meet with me?" OR "Would it be possible to have a moment of your time?"

Double 'duh' on all three. No magic. No spark. No confidence. No response.

But don't give up. I'm going to show you how to become a cover letter wizard by waving a wand of magic words that will bring you the golden interview you've been waiting for.



FOUR Magical Ways To ASK For The Job Interview

1. Write a great HEADLINE in bold and center it directly above your greeting.
May we get together to discuss the position of [fill in job opening title here]?

2. Focus on YOUR QUALIFICATIONS in the beginning of your letter.

The position of general manager is just what I'm looking for. I'd love the opportunity to meet with you in person to discuss your needs and requirements. Here are some of the responsibilities I've held over the past five years. As you can see, my background has prepared me well for this type of position.

3. Be SPECIFIC ABOUT TIME in your final paragraph.

If possible, I'd like to schedule an interview with you in the next two weeks. I'm available Tuesday, Wednesday and Thursday afternoons between 1:00 and 5:00 p.m.. Do any of these work for you? I promise to keep our meeting short and specific. I will arrive prepared to show you what I can accomplish within the first month and how I can meet your needs for the position of general manager.

4. Communicate YOUR ENTHUSIASM at the end of your letter.

I am excited to meet with you. [Company name] is the company I'd really like to work for. To schedule an interview you can reach me on my cell phone at: 555-555-5555. I really look forward to meeting with you.

Give up waiting and hoping. Wave that magic wand over your next cover letter and show the hiring manager you mean business! Remember to ASK for the job interview clearly, directly and sincerely every single time.

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!"