

## A Cover Letter That Hits The "Bull's-Eye!"

2008 Copyright, Written By Jimmy Sweeney

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:

If a one-page cover letter is good, a two-page letter is even better? Absolutely not. Employers are busy professionals who have just a moment or two to look over your cover letter—so it's important to make your point—on one page.

### How To Say A LOT in a LITTLE Space

It's not as difficult as it seems. Less really is more—when it comes to crafting a cover letter that's a direct hit. It's a simple matter of focusing your time and attention on the essentials—the items an employer is most interested in. Here's how you can do just that.



### Use these SEVEN magical KEYS to unlock a successful Cover Letter

1. Create three paragraphs on one page. First, state the job you want. Second, list your qualifications. And third, clearly and directly ASK for the opportunity to be interviewed for the job.
2. Limit each paragraph to three or four well-written sentences.
3. Leave generous margins so there's plenty of white space and be sure to double space between paragraphs.
4. Help the reader see at a glance what you wish to say by using numbers or bullets.
5. **Bold-face** the first sentence of each paragraph to capture attention.
6. Read through to catch errors, then print it out for one final edit.
7. Remember, a *one-page* carefully-crafted cover letter has the best chance of hitting the "Bull's-Eye!"

Imagine how the employer will feel when he opens *your* cover letter—a simple, clearly worded letter that contains only necessary information and directly asks for the job interview as well.

### Unlock The Golden Door

There you have it. SEVEN KEYS to a successful cover letter that will motivate any employer to read yours from beginning to end, then reach for the phone and call you for an interview that could very well lead to being hired for the job you've been dreaming of.

Pick up these keys today and unlock your future with an amazing cover letter!

-----

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!"