# A NEW Kind of Cover Letter For Your Job Search?

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

**Does this sound like you?**

You wrote a concise cover letter and kept a copy. Check.
You said you were available for an interview. Check.
You attached your resume. Check.
You addressed, stamped, sealed and mailed the envelope. Check. Check. Check. Check.

Then you sat by the phone waiting for the calls to come in—the calls you were sure would flood your line booking you for job interviews. But the phone didn't ring and you felt nervous and frustrated…again.

Put an end to that cycle. Worry no more. Take a deep breath. Relax. Here are three sure-fire ways to take back control and win more interview opportunities immediately.

1. *Write a NEW kind of cover letter.* ASK for the job interview and mean it. No polite suggestions or innuendos. Be upfront, clear and direct.

   **"I would appreciate meeting in person to discuss the position of [fill in job title here]. I will adjust my schedule to meet yours. What time and date work best for you? I welcome the opportunity for a personal interview."** (Now THAT'S a statement that all but *demands* a response.)

   **"May we schedule an interview when it works best for you**? **[Insert company name here], is at the top of my list of companies I'd like to work for and I'd love to meet with you in person to discuss the position of [fill in job title here]."** (Another nice, clear and direct statement to be called for the job interview).

2. *Dial an interview*. Wait for several days after you mail your cover letter. Then pick up the phone and call the person in charge and ASK for an interview person-to-person. Don't sound pushy, just eager to get together. Your enthusiasm will impress him/her. Example: "Are you free for thirty minutes on Wednesday afternoon? I would love to interview for the position of [fill in job title here] and feel I'm a great fit for this job."

3. *Send an e-mail.* Professionals today rely on e-mail for quick messages. Use this effective means of communicating to your advantage. Follow up your original cover letter with an e-mail reminder. Something like this will work.

   Dear Mr./Ms. Jones:

   On September 10 I sent a cover letter and resume to apply for the position of sales manager at Sunshine Corporation. I'm sure you have many applications to sort through but I feel confident that I'm just what you're looking for. I would welcome the chance to interview for this position and am asking for that opportunity when your schedule permits. Thank you for taking a moment to read my request. I look forward to meeting with you in person shortly.

   Jill Job Seeker
   jilljobseeker@xyz.com

   That's it! Take charge in an upbeat and friendly way, and you'll *be* in charge. And remember to follow up everything. Step up to the quality job interviews today—and tomorrow you just may be launching the career of your dreams.

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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!"