

## How to Write an Amazing Cover Letter

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

### Dear Job-Seeker:

Maybe you've been as turned off by big buzz words and fancy phrases as I have. Most people want to receive well-written, easy to understand information in a few simple, well-chosen sentences... *especially employers!*

### How to Create a Clutter-Free Cover Letter That Lands The Interview

Instead of boggling the reader's mind with, "Pursuant to the Fax you sent to which I referred in my follow-up message left with your associate during normal business hours..." try this. "Thank you for faxing the job description you advertised. I appreciated the chance to find out what you're looking for in a future employee."



Notice the difference between the two communication styles. One works overtime trying to impress. The other communicates a friendly message without effort. Kick the clutter out of your cover letters by thinking of the employer as a friend sitting across from you over a Coke or a cup of coffee.

### Be Yourself. There is No One Like You.

Decide now to communicate clearly, concisely and with passion. Remember to always *ask* for the job interview. Write your cover letter as you like to be spoken to. Season it with a pinch of personality, a sprinkling of details about your ability and experience and the employer just might reward you by asking for an interview.

### Let your personality come through every word, sentence, and paragraph. Try this:

I just finished reading the description of [insert job title here] you're looking to fill. I'm happy to say I have many of the qualities you listed and I have experience in this field, as well. I would love the opportunity to meet with you next week for an interview. I look forward to hearing from you, and then meeting you in person.

### Concise is Nice

Read your cover letter aloud. Look at it. Cut the weedy words. Prune the 'big' ones and then rewrite until you can hear your own voice on the page. And remember, if you really want that job, your cover letter had better clearly and directly *ask* for the job interview.

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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!"