

## Is Your Cover Letter KILLING Your Job Search?

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

### Dear Job-Seeker:

"Blah! Blah! Blah!"

Most job-hunters schmooze prospective employers with words, words, and more words. If a one-page cover letter is good, they reason, a two-pager must be better. Not true! Busy employers have only a moment to glance at your cover letter, so make it count. Say it all—on ONE page.

**Unlock** your power to communicate effectively with these **SEVEN KEYS to a Successful Cover Letter**

1. Fill **one page** with three paragraphs total. State the job you want, your qualifications, and a request for an in-person interview.
2. Limit each paragraph to three or four well-written sentences.
3. Create generous margins and be sure to double space between paragraphs.
4. Make it easy to 'eye-scan' your letter by using bullets and lists like the ones here.
5. Put the first sentence of each paragraph in **bold-faced type** to capture attention.
6. Check for errors, then print it out for one final read-through.
7. Remember, the fine art of **out-smarting the competition** begins with a **ONE**-page cover letter that clearly and directly ASKS for the job interview!

Key #7 alone will put you at the head of the pack. Imagine the relief that will wash over the face of an overwhelmed employer when he/she sees your simple, clear, and brief letter that is so 'easy on the eyes.'

That's it. SEVEN KEYS to a successful cover letter that will inspire even the busiest employer, not only to *read* your letter but to reach for the phone to schedule an interview that may very well lead to the job you've only dreamed of.

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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!"

