

## P.S. Use This Amazing Cover Letter Secret!

2008 Copyright, Written By Jimmy Sweeney

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Download Jimmy Sweeney's Cover Letter resource once here: <http://www.coverlettercentral.com>.

Here is a little secret ingredient you'll want to add to your cover letter to make it absolutely irresistible to hiring managers and personnel professionals. Like sugar or cinnamon to a cookie recipe, no cover letter will be as appetizing without this bit of spice.

### <b>And what is it?</b>

The small but mighty P.S. (postscript).

<b>Add a P.S. to the end of your job-search cover letter</b> and it will yield amazing results.</b>

Most people think a P.S. is an 'after thought'—something to add when you forgot to include it in the letter itself. Example: P.S. I forgot to mention I bought tickets for the concert. Or, P.S. Please return the ice skates I loaned you.

That is one way to use the P.S., but it's not the only way or even the most effective way. A P.S. on a cover letter attracts like a powerful magnet to metal shavings. Many people will skip the contents of the letter and read the P.S. first! Then they pop back to the top of the letter to find out what the writer has to say.

Maybe you've noticed that advertisers and marketers use the P.S. to encourage the reader to take advantage of a special offer and to take action *now*. Example:

P.S. Call TODAY for your free handwriting analysis.

### OR

P.S. ORDER NOW. Only two cases left at this incredible price!

YOU can use the P.S. in a similar way in each of your resume cover letters.

### <b>Following are TWO examples of how the P.S. can make your cover letter the best ever! </b>

*<b>P.S. I will get back to you by phone on August 10. I look forward to meeting and speaking with you in person about (insert job title here). Please call me at 555-555-5555. Thank you ahead of time for your consideration.</b>*

*<b>P.S. I look forward to meeting you in person to discuss how I can contribute to your company as a (insert job title here). Please feel free to contact me directly at 555-555-5555 to set up an interview at your earliest convenience. Thank you for your time and the opportunity.</b>*

You can also promote your qualities and strengths as a job candidate and restate your contact information once again by using the P.S.

### <b>Tips for using the P.S. (postscript):</b>

Place the P.S. at the bottom of your cover letter flush left. Type it in <b>bold text</b> or <i>italics.</i> Do not use both.

<b>P.S. </b> Remember that people cannot resist reading a postscript (P.S.). So add one to your next cover letter and let this powerful little secret work its magic for you!



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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. In just 3½ minutes you will have an amazing cover letter guaranteed to cut through YOUR competition like a hot knife through butter!" Download your resource for "instant cover letters" at the CoverLetterCentral.com website; <http://www.coverlettercentral.com>.