

The Secrets of Writing Effective Cover Letters

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

Job Hunting? Let Cover Letter Samples Guide You

The cover letter is an important part of your job hunting strategy and can often mean the difference between getting a call back or a cold shoulder. It can be quite a challenge to make because a lot of job hunters find it a bit intimidating to talk about their credentials in a few short sentences. Often it's a question of what to write about and what information to withhold. If this is your problem, you might benefit from cover letter samples that let you start on the right foot.

Advantage of Using Cover Letter Samples

Cover letter samples, if well written and current, can save you a lot of time and effort in preparing for your job application. A good sample can give you an idea of what to include and which style of writing to use.

Disadvantage of using cover letter samples

One danger with using cover letter samples is that they can sound generic, especially to a very experienced hiring officer. If, by any chance, you happened to use a cover letter sample that's popular enough to be used by a thousand other people, there's a chance you might end up sending a cover letter that is eerily similar to another applicant's.

Resources for Cover Letter Samples

There are many books you can use as reference for your own cover letter and all of them contain excellent samples of cover letters, many of which are actual letters that have been successful at helping their owners gain an interview with the hiring company. Some of those books you can use are:

The Adams Resume Almanac. While this book contains more resumes than cover letters, there are also great cover letter samples included. You'll find cover letter samples to potential employers, employment agencies and executive recruiters. There are also cover letter samples that show you how to write networking cover letters and follow up letters, along with acceptance, thank you and offer rejection cover letters.

The Complete Idiot's Guide to the Perfect Cover Letter. The Idiot guide is an excellent source of the basic styles of cover letter samples, along with the more comprehensively written samples. Here you'll find the elements that make up a great cover letter, along with plenty of samples to help you write your own.

Cover Letter for Dummies. Another great source for cover letter samples, where you'll find plenty of well written cover letters along with numerous tips and advice on how to write the perfect letter. Writing details are explained and by simply looking at the cover letter samples, you will find plenty of resources in order to create your own.

There are numerous cover letter samples available on the internet and there are several that are well written and up to date. Some great online sources you might want to check out: **jobstar.org**

Not only will you find a good list of cover letter samples on this site, it also offers links to some of the best resources, including books and other websites.

Monster.com is not just a place in which to look for jobs, it also offers well-written cover letter samples for different jobs.

Quintcareers.com — Many of the cover letter samples you'll find on this site are professionally written, so you'll have plenty of ideas on how to apply the important elements on your own letter. There are plenty of cover letter samples for tricky situations such as career changes, cold contacts and even internships.



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>.