

Two Amazing Cover Letters 99% Of All Job Seekers Will Never Discover... (and how to use them to land your dream job)

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

Now there's an offer you can't refuse! Two job-search tools that will help you dig deep when others are merely skimming the surface.

Up to now you've probably heard of the traditional cover letter—a nice polite business letter that introduces you to a hiring manager with the of gaining an interview.

If only it were that easy. You write. He or she reads and hires. But with millions of people searching for employment each year, we both know there is more to this process than meets the eye. You need to plan your work, then work your plan!

And I have just the plan for you to work. . .two little-known cover letters that will help you maximize your job search.



#1: Networking Cover Letter

The **networking cover letter** reaches into your pool of resources—family members, friends, neighbors, associates, and professional men and women—for a specific purpose, not to ask for a job but to ask for help getting a job through their employment leads, referrals, advice, knowledge, and introductions.

Create a master list of everyone you can think of. Pull out business cards, association and club rosters, church directories, mailing lists, and so on. Then send your networking cover letter to each person on the list. It will take some time but the payoff can be greater than you imagine.

Networking Cover Letter Tips:

- Keep it short and focused.
- Summarize your strengths and needs in a list.
- Ask for job leads and referrals.
- Attach your resume.
- Follow-up responses with a thank you note.

#2: The All-In-One Resume Cover Letter

The **resume cover letter** allows you to condense and combine the best of a cover letter and resume into one brief piece. Use it successfully with recruiters, headhunters, and agencies where brevity and speed are essential.

Put the most important information from your resume into a numbered or bullet point list within the body of the cover letter. Stick to basics. Strive for one page—two pages max. Use this powerful tool whenever you want to keep your communication brief and focused or when a recruiter or hiring manager asks for a short letter that outlines your ability and background in one document.

Increase your 'net' worth today with a networking cover letter and an all-in-one resume cover letter.

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>.