

Who Else Wants to Know How to Write Effective Cover Letters

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

Imagine yourself in a room full of aspiring job applicants. If you do not have what it takes to be in the position you are applying for, it will be really hard to be noticed.

Just as you are trying to get attention from a herd of expecting wannabes, the act of getting your resume noticed in the first place is the utmost priority. However, resume alone cannot guarantee full attention. You need to have an effective cover letter to do the works.

In most job applications, cover letters serve as front liners. Most employers know that details in the resume are almost all the same. Hence, cover letters will make each application unique from each other. With thousands of resumes that land in every employer's desk, they will most likely scan at each application and go on to the next. But with a good cover letter, potential employers will most likely be interested on what the applicant has to say.



To know more about good cover letters and to learn how to write them, here are some tips:

1. Technically good — When it says it must be technically good, this would refer to the way the cover letter should look like. Notwithstanding the contents, a good cover letter must have unblemished typing or free from typographical errors, technically good spacing, margins, paragraphing, and above all, perfect grammar.

Even if the concepts embedded within the letter is good, technical aspects still counts most. This is the main impression that potential employers are looking for. Professionalism is reflected down to the least details of your cover letter.

2. Catch the reader's interest — You can do this on the first paragraph of your cover letter. In order to do so, you must write something about your main goal — why were you writing in the first place. You can also tell something about your interest in the position you are applying for as well as the company itself. Things should be brief and concise; otherwise, you might just have to cut this portion out if you wish to tell history.

3. Create a desire or a need — The succeeding paragraphs of your cover letter must instigate desire. When your potential employer reads this part, he must have the desire to interview you, that is, to know more about you and probe more on the details about yourself.

You can put specific experiences or achievements that will not tell so much about you but more on what these things can benefit the company. Keep in mind that cover letters should not be one-man show. It should not be a repetition of your resume.

The body of the cover letter should keep your reader on the hook. Keep them reading and make them want more of you. Just keep in mind that most employers will not be impressed on you personally. They would rather take it on a business level and see you as a potential asset for the company.

4. Take some action — End your cover letter with a request for interview. Do not beat around the bush. Tell them straight about the date and time you would wish to contact them and set up for an interview.

Cover letters remain as your most effective selling tool. Keep it brief, concise, and interesting and you will be able to make it to the top.

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>.