

You Can't Say THAT!! Cover Letter No-Nos...

2008 Copyright, Written By Jimmy Sweeney

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

Dear Job-Seeker:

No, I'm not talking about four-letter words. Actually, they'd be refreshing compared to some of the high-falutin' language many cover letter writers adopt as their own. I'm talking about those "professional" words and phrases that send readers straight to sleep. How are these for snore-starters: "exigency to restrict dissemination of my heretofore closely held professional abilities?"

Oh, how painful!

Your goal as a job-hunter is to land an interview, not bury the employer in a vocabulary landfill. Keep in mind, these men and women are just like you and me. They sleep and eat, go to work, play with their kids on the weekends, and catch a movie or read a book in their free time. And they want to keep their job by filling job slots in their company!

Choose today to communicate clearly, concisely, and courteously and they will not only appreciate you but will want to meet you in person because you are such a rarity. Not only is 'gobbledygook' writing a waste of your time, the result is totally *offensive*. After just one sentence your letter will be 'feed' for the shredder. Decide now to take charge of how you present yourself in writing. Let your personality shine. Speak to the employer as you would a good friend. In short, be yourself. You're all you've got, and it's more than good enough.

Try this:

After reading the description of the job you want to fill, I felt as though it was meant for me. Everything you want in an employee rings true for me. I have experience and expertise as a restaurant manager and special culinary skills that will allow me to oversee the chefs as well as the restaurant workers. I would love the opportunity to meet in person for an interview. I am available for the next two weeks. The best phone number to reach me at is 555-555-1212. Thanks in advance, I look forward to it.

Toss this:

Pursuant to attached resume, you will see my qualifications to turn around your ailing business. Chief among my outstanding characteristics is my ability to codify and quantify the statistics that have lowered your overall performance during said year. Should you decide to meet with me in person, and I trust you will, given my expertise, quickly discern that I have a penchant for disseminating information that is not recognized by the common employee and therefore. . .

Can't you just hear the paper shredder warming up in the background?

So what's a cover letter writer to do? Read your cover letter aloud. Look at it. Search out those weedy words and grab them with the pruning shears. Rewrite until the words and sentences make you smile. If you want *that* job, ask for it clearly and politely—with a dash of your unique personality. You increase the odds you will be rewarded with an interview as well as the job you're fighting for.

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>.

