

How to Write a Cover Letter Guaranteed to Win You the Job

In today's competitive job market, it's more important than ever to make a strong first impression. A well-written cover letter can help you do just that, by showcasing your skills and experience and demonstrating why you're the best person for the job.



Cover Letter: How To Write A Cover Letter Guaranteed To Win You A Job.

★★★★☆ 4.4 out of 5

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Enhanced typesetting : Enabled
Word Wise : Enabled
Print length : 13 pages
Lending : Enabled
Screen Reader : Supported



But writing a cover letter that will get you noticed isn't as easy as it sounds. There are a few key things you need to keep in mind, from the format and tone of your letter to the specific content you include.

The Format of Your Cover Letter

The format of your cover letter is important, as it can affect the way your letter is perceived by the hiring manager. Here are a few things to keep in mind:

- **Use a professional font.** Avoid using fancy or decorative fonts, as these can be difficult to read and may make your letter look unprofessional.
- **Use a standard font size.** 12-point font is the most common size used for cover letters, although you may use 11-point font if you're short on space.
- **Use single spacing.** Single spacing is the standard for cover letters, as it helps to keep your letter concise and easy to read.
- **Use one-inch margins.** One-inch margins on all sides of your letter will give it a clean and professional look.

The Tone of Your Cover Letter

The tone of your cover letter is also important, as it can convey your personality and professionalism. Here are a few things to keep in mind:

- **Be professional.** Your cover letter should be written in a professional tone, avoiding slang or overly casual language.
- **Be positive.** A positive tone will help to make your letter more inviting and engaging.
- **Be confident.** Don't be afraid to show off your skills and experience, but be sure to do so in a confident and humble way.

The Content of Your Cover Letter

The content of your cover letter is what will really make or break your application. Here are a few things to include:

- **Your contact information.** Make sure to include your name, address, phone number, and email address at the top of your letter.
- **The date.** Include the date at the top of your letter, below your contact information.
- **The recipient's name and address.** If you know the name of the hiring manager, address your letter to them. If you don't know the name of the hiring manager, you can address your letter to "Hiring Manager" or "To Whom It May Concern."
- **A salutation.** Begin your letter with a salutation, such as "Dear [Hiring Manager's Name]" or "Dear Hiring Manager."
- **An opening paragraph.** In your opening paragraph, introduce yourself and state the position you're applying for. You should also briefly highlight your most relevant skills and experience.
- **Body paragraphs.** In your body paragraphs, go into more detail about your skills and experience. Be sure to provide specific examples of your work, and quantify your accomplishments whenever possible.
- **A closing paragraph.** In your closing paragraph, reiterate your interest in the position and thank the hiring manager for their time and consideration. You should also mention that you're excited to learn more about the position and the company.

Proofreading Your Cover Letter

Once you've finished writing your cover letter, it's important to proofread it carefully for any errors in grammar, spelling, or punctuation. You should also have a friend or family member review your letter to get a second opinion.

By following these tips, you can write a cover letter that will make your job applications stand out from the crowd and help you land the job you want.



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