

Cover Letter vs. Resume Comparison



Cover Letter

- **Purpose:** Introduces you and shows job fit.
- **Length:** 1 page.
- **Content:** Details motivation and qualifications.
- **Tone:** Personal and job-specific.
- **Format:** Letter with intro, body, and closing.



Resume

- **Purpose:** Highlights skills and work history.
- **Length:** 1-2 pages.
- **Content:** Work experience, skills, education, certifications.
- **Tone:** Professional and factual.
- **Format:** Structured with distinct sections.

Cover Letter Vs Promo

L Reisser

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