

Name: _____

11/11/2019

Writing a Cover Letter

A resume is not the only important paper you have to create to get a job. Another thing is a strong cover letter. People who are hiring today are very busy. They don't always read the resume closely. Your letter only has a few minutes to impress someone. You could come out on a great job if you don't get the attention. One way to do this is with a great cover letter.

A great cover letter can help you get a job. A person with the money invested in reading your resume. If the cover letter gets their attention. A cover letter is a way to quickly show why you are interested in the job. It also tells why you would be good at the job.

You should always tell about skills you have to do with the job. Even if you don't have a lot of experience, there is always a skill that will help you. You wouldn't be applying for the job if you didn't think you'd be good at it.

The cover letter should look a lot like your resume. Use the same paper and font that you used when you typed your resume. Make sure there are no mistakes in it, too. Start the letter with your name and address. Also put your phone number and any other way the company could contact you. This could be a cell phone number or an email address.

Next, put the person's or the company's name. Make sure to put the full address and job title of them in one. Under that, put the name of the person you are writing to. If you have a name, start with Mr. or Ms. and the last name. If not, start with "Dear" and the name of the department you are writing to. Put a comma after the name.

Next comes the opening paragraph. This is where you tell how you found out about the job. You may have read about the job in a newspaper. Some people find new jobs on the Internet. Or maybe your uncle told you about this great company and that you really want it. What have are great ways to find a job.

In the second paragraph, tell why you would be good for the job. Don't be afraid to brag a little. This is where you show the company a picture of what kind of skills you have. Do talk any skills you have working with people. Also include any classes or jobs that you have had in the past.

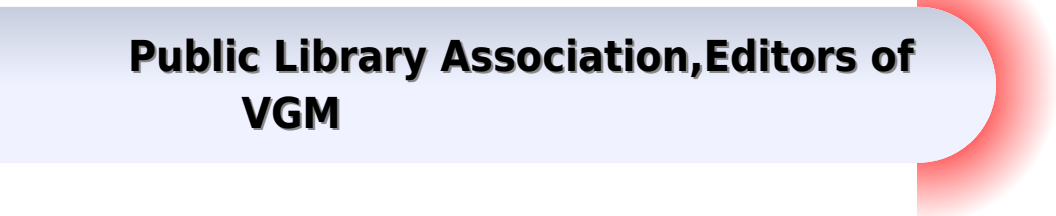
The third paragraph is where you try to tell the company why they should hire you. Are you a great worker who is always positive? Are you cooperative, or do you work well with other people? Tell them this. Think about the company. What kind of worker do you have that would make you a great employee?

End your cover letter with how the company can contact you. If they can only reach you during a certain part



Reading Comprehension Cover Letter Guide

**Public Library Association, Editors of
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The Guide to Basic Cover Letter Writing Public Library Association, Editors of VGM, 2003-09-22 A solid well written cover letter is crucial to getting a job interview Written under the auspices of the Job and Career Information Services Committee of the Public Library Association a group of librarians with many years of collective experience in researching and providing job assistance information this practical guide provides easy to follow instruction in crafting outstanding cover letters for any type of position Completely updated it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies *The Ferguson Guide to Resumes and Job Hunting Skills* Maurene J. Hinds, 2005 Presents a guide to preparing a resume and conducting a job search including information on looking beyond classified ads creating a resume writing cover letters and interviewing for positions *The Comprehensive Guide to Careers in Sports* Glenn M. Wong, 2013 Provides an overview of what students should consider and expect from the varied career options available to them in the sports industry This book answers the questions students are most likely to have including what courses they should take the areas of study available to them the salary they can expect to earn after graduation and how they can get the job of their dreams This essential guide will help increase students likelihood of finding careers in the highly competitive sports industry **The Idealist Guide to Nonprofit Careers for First-time Job Seekers** Meg Busse, Steven Joiner, 2010 The Idealist Guide to Nonprofit Careers for First time Job Seekers is a comprehensive resource for emerging professionals pursuing their first position in the nonprofit sector Whether you are a current student a recent graduate or someone entering the workforce for the first time this book will provide you with indispensable advice relevant strategies and nonprofit specific resources to strengthen your job search Written by nonprofit career experts The Idealist Guide is designed to be easily accessible and convenient to read Amazon com viewed October 9 2020 [Resources in Education](#), 1998 *The Guide to Basic Cover Letter Writing* Steven Provenzano, 1995 Sooner or later you ll want to apply for a job and you know you won t be the only one applying To make your qualifications stand out front the crowd you have to know how to present them There s no better way to match your sales pitch to your reader s interests than with a great cover letter A cover letter gives yourself a chance to focus on your strongest points It lets you tell more about yourself than a resume can And it lets you say it straight to your reader one on one **Killer Cover Letters and Resumes**, 2008 **Kansas Employability Skills Curriculum Guide**, 1990 *The Resume.Com Guide to Writing Unbeatable Resumes* Rose Curtis, Warren Simons, 2004-04-19 The first step to getting a great job is writing a great resume This book will be your first step **Guide to College Reading** Longman Publishing, Prentice Hall PTR, 1999-10 **Library Journal** Melvil Dewey, Richard Rogers Bowker, L. Pylodet, Charles Ammi Cutter, Bertine Emma Weston, Karl Brown, Helen E. Wessells, 1878 Includes beginning Sept 15 1954 and on the 15th of each month Sept May a special section School library journal ISSN 0000 0035 called Junior libraries 1954 May 1961 Also issued separately *Resources in Education*, 1997 **Resume Writing**

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