

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. Then 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 colon 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



Cover Letter Reading Comprehension Guide

Xiang Xie



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