

How Important Is A Cover Letter With Your Resume ?

It would be hard to imagine someone ignoring a vital piece of information that could make the difference between getting an interview, or having their resume tossed into the nearest trash can. Yet many people elect not to include this document along with their resume. They choose not to include a cover letter. Cover letters are your introduction to the employer. They show intent, as well as showing that you have actually read the job posting. They catch the employer's eye which could mean getting that life-changing phone call. Cover letter writing is a lot like learning how to write a resume. You either learn how in a class or you do a little bit of online research and learn through that method. There is a right way and a wrong way to go about writing cover letters. If you do not know the difference, then it can cost you a shot at the job you have always wanted. Resume cover letter writing is a blend of creative and technical writing. It is designed to grab the attention of the employer and make them want to see what is on your resume. A cover letter is not an opportunity to discuss your pet lint collection. It should not be informal and chock full of useless information that does not apply to that position being offered. It is a chance to introduce yourself. If the employer wants to know about lint collections, then you can always let them know at the interview or even better, later when you have the job. Address the letter to the hiring person, usually someone in Human Resources, and tell them why you are a great candidate for the job. Tip number one. Do not undersell yourself. Your goal is to sound confident and sure of your abilities. Tip number two. Do not oversell yourself. An over inflated ego is a great way to turn an employer off and could cause them to think that perhaps you embellished your curriculum vitae. With cover letter writing, there is a fine line between the two extremes. A third tip is to know who will be reading your curriculum vitae. This may not always be possible if the ad did not state a name. However, if it did, make sure and address the individual directly. Take advantage of any assets you have in your arsenal. Use a cover letter to show your potential employer that you are serious about winning that position. If you have looked for help, but are still unclear as to what cover letters should include, then you can always use a professional resume writing service to help you write your cover letter, or provide you with sample resumes and cover letters. Just make sure to personalize the letter and tell them why you want the job.

About the Author

Need that perfect curriculum vitae ? Then drop by Mike Selvon portal at <http://writingresumes.micronicherecommends.com/> to learn more about the importance of a cover letter, and drop us a note at our resume writing tips blog at <http://www.mynicheportal.com/career-education/>.

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