

How to write a cover letter for a job application.

Difficulty: Average

Time Required: One Hour

Here's How:

1. Write a custom cover letter for each employer
2. State why you are writing
3. Indicate where you learned of the position and the title of the position you are applying for
4. Explain the reasons for your interest in the organization
5. Express your enthusiasm for the job
6. Identify your most relevant skills and experiences
7. Refer to the qualifications for the position and illustrate how your abilities relate
8. Communicate your interest, motivation and strengths
9. Emphasize your achievements
10. Indicate how you will follow-up, typically with a phone call
11. Note that your references are available on request

Tips:

1. Avoid cliches and meaningless or wordy expressions
2. Your cover letter should complement, not duplicate your resume
3. Your cover letter is often the first contact with an employer, make sure it creates a good impression