

How to Write a Professional Cover Letter

If you're serious about landing the job, a well-written cover letter gives you a chance to sell yourself to the employer in a narrative format, and explain why you are an ideal candidate. Taking the time to match your qualifications to the job can help you get selected for an interview.

Tips for writing a cover letter:

1. Include your name and contact information at the top in a heading.
2. Start your letter explaining why you're writing and how you found out about the job.
3. Talk about the unique ways that you would be a good fit for the position based on the job requirements.
4. Thank the employer for reading your cover letter and resume, and finish by telling them how you plan to follow up.



Send a unique cover letter to each position you are seriously considering. This can be a great way to introduce yourself and show why you should get the job.

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