LESSON 1

**5 STEPS IN CREATING A COVER LETTER:**

A cover letter is a single page letter that should be attached to your job application (at most 2 pages). You can always attach one except a job application clearly says otherwise. It shouldn’t be your autobiography so please keep it short and precise.

STEP 1

Follow the rules of a business letter.

It should include:

* Your name
* Your phone number
* Your email address
* The date of the letter
* The name of the hiring manager and title if known
* Name of the company you are applying to as well

STEP 2

Introduce yourself and the purpose of the letter.

Dear XY,

I am writing to apply for the position of Accountant Associate for XYZ as advertised on your career page. I have X years of experience and believe my skills and experience are a good fit.

STEP 3

Review job responsibilities and qualification.

Note that the important requirements for a job opening are usually listed in the job description, or highlighted more than once. Align your skills, competences, and qualifications with the responsibilities.

FOR EXAMPLE

As an analyst with 2+ years of experience, I am excited by the idea of working at XYZ as a Senior Analyst. In my previous role, I have displayed exceptional computing and mathematical skills as I am fluent in a number of data management systems and tools

It is important to list as many skills and references as pertaining to the job as possible.

If you are unable to structure them into a sentence, a short bullet list is fine, but ensure what you have listed corresponds to 90% of the job responsibilities.

STEP 4

Sell yourself.

You have to let them know why you are the right fit for the job.

Don’t make the mistake of mentioning your skills and competencies without indicating why you are the best fit for the job.

These two complement each other.

**SIMPLE SAMPLES**

* My ability to get along as well as my profound experience in solving complex problems will make me ideally suited for this job.
* I am passionate about XYZ mission and would love to bring my XYZ skills (list the skills) to this role as the right fit.

In addition, you can also list your past achievements as they relate to the job.

SIMPLE SAMPLES

* Increased company sale by 70% which amounts to $900M IN Q2
* Trained 25 employees in my role on new company models.

Ensure they align with the opening and let it be brief.

STEP 5

Conclude letter by asking them to contact you.

Conclusion can be as simple as:

If you are searching for a competent Senior Analyst who has the drive to meet team and company goals effectively, we should speak.

You may contact me at +1 88888 or [xyz@gmail.com](mailto:xyz@gmail.com).

**RECAP**

* Heading (address and who you are addressing to)
* Salutation
* Opening paragraph (who you are)
* 2nd paragraph (your skills and qualifications)
* 3rd paragraph (sell yourself and why you are fit)
* Closing paragraph( ask them to contact you)
* Indicate any attachment(Resume etc)

WHAT SHOULD NOT BE IN YOUR COVER LETTER

* Spelling\ grammatical errors
* Info not related to the job
* Negative comments about your current employer
* Long paragraphs
* Wrong name of the contact person
* Qualifications you do not have
* Personal information

**5 COVER LETTER CREATORS**

1. Smart cover letter
2. Live career
3. Resumizer
4. Kickresume
5. zety