1 hour ago

Follow

NO generic COVER LETTERS!

Each COVER LETTER must be tailored for every job description.

How?

1. Name of hiring manager, recruiter etc. Dept. name.

Company name.

Physical address.

2. Paragraph 1:

Which role you are applying for, and the “what” you are professionally with the “who” you are in terms of personal attributes, making you a suitable candidate for the role.

Paragraph 2:

Cross-reference the Core Competencies and Achievements section of your resume, to answer the job requirements.

Eg. Which skills and achievements do you have that prove you are able to perform this role?

Paragraph 3:

Mention 3 facts about the company and why they appeal to you. State how you will add value to the organization.

Paragraph 4:

Thank the reader for his/her time and state that you are attaching your resume for their consideration.

Sign off:

Name

Phone number Email LinkedIn URL