

Cover Letter:

Resume

↓
Cover
Letter.

it should
differ for
each job
u apply 4

1st para: role interest in, simply self-introduction.
2nd para: review experience & qualification;
and make a connection to ur current
job application.
3rd para: thanks for their consideration and
leave it open for next step.

Make sure it is a "valid resume" in ATS sys

Avoid freeing. Use: Dear Mr. Last/Name.

Thank - in email.

















