

# How to Make a Cover Letter That Will Get You Noticed

A cover letter is your chance to make a great first impression on a potential employer. It's your opportunity to show them what you're all about and why you're the perfect fit for the job. But writing a cover letter that will get you noticed can be tough.



## How to Make a Kindle Cover by Jamilexis Gallardo

★★★★★ 5 out of 5

Language : English

File size : 405 KB

Text-to-Speech : Enabled

Screen Reader : Supported

Enhanced typesetting : Enabled

Print length : 11 pages

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That's where this guide comes in. In this guide, you'll learn everything you need to know about writing a cover letter that will get you noticed. We'll cover everything from choosing the right format to writing a strong opening paragraph to closing with a call to action. So whether you're a recent graduate or a seasoned professional, this guide has something for you.

## Choosing the Right Format

The first step to writing a great cover letter is choosing the right format. There are two main formats for cover letters: the block format and the indented format. The block format is the most common format and is

characterized by its clean, easy-to-read appearance. The indented format is less common and is characterized by its use of indents to create a more visually appealing look.

Ultimately, the format you choose is a matter of personal preference. However, it's important to note that some employers may have a preference for one format over the other. If you're not sure which format to use, it's always a good idea to check the job posting or the company's website for any specific guidelines.

## **Writing a Strong Opening Paragraph**

The opening paragraph of your cover letter is your chance to grab the reader's attention and make them want to learn more about you. In this paragraph, you should introduce yourself, state the position you're applying for, and briefly explain why you're interested in the job. You should also highlight one or two of your most relevant skills or experiences that make you a good fit for the position.

Here are some tips for writing a strong opening paragraph:

- Start with a strong hook. This could be a surprising statistic, a personal anecdote, or a quote that relates to the job you're applying for.
- State the position you're applying for and the company you're applying to.
- Explain why you're interested in the job and why you think you're the right fit for the position.
- Highlight one or two of your most relevant skills or experiences.

- End with a call to action, such as inviting the reader to learn more about you in the rest of your cover letter.

## **Highlighting Your Skills and Experience**

The body of your cover letter is your chance to highlight your skills and experience and explain why you're the perfect fit for the job. In this section, you should focus on providing specific examples of your work experience that demonstrate your skills and abilities. You should also tailor your cover letter to the specific job you're applying for, highlighting the skills and experiences that are most relevant to the position.

Here are some tips for highlighting your skills and experience:

- Use specific examples to demonstrate your skills and abilities.
- Quantify your accomplishments whenever possible.
- Tailor your cover letter to the specific job you're applying for.
- Use keywords from the job posting in your cover letter.
- Proofread your cover letter carefully before submitting it.

## **Closing with a Call to Action**

The closing paragraph of your cover letter is your chance to leave a lasting impression on the reader and encourage them to take the next step. In this paragraph, you should restate your interest in the job, thank the reader for their time, and include a call to action. The call to action could be anything from inviting the reader to contact you for an interview to visiting your website to learn more about you.

Here are some tips for closing with a call to action:

- Restate your interest in the job.
- Thank the reader for their time.
- Include a call to action.
- Keep your closing paragraph brief and to the point.
- Proofread your cover letter carefully before submitting it.

### **Additional Tips for Writing a Great Cover Letter**

In addition to the tips above, here are some additional tips for writing a great cover letter:

- Keep your cover letter concise and to the point. Aim for no more than one page.
- Use clear and concise language.
- Proofread your cover letter carefully before submitting it.
- Have someone else read over your cover letter and give you feedback.
- Tailor your cover letter to each job you apply for.
- Use keywords from the job posting in your cover letter.
- Don't be afraid to sell yourself.
- Be confident and professional.

Writing a great cover letter is an essential part of any job search. By following the tips in this guide, you can write a cover letter that will get you noticed and help you land the job you want.



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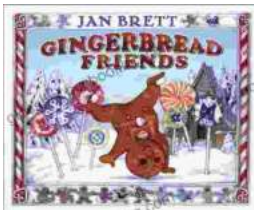
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