



[www.bestresumes.com.au](http://www.bestresumes.com.au)

## ***Writing Great Cover Letters***

---

When applying for jobs, cover letters can make or break your applications. Most employers receive so many applications that they don't even look at your resume to start with. They will skim through the cover letter to see if what you have written tells them about you and if you are suitable for the position. Without a quality, professional cover letter you may have trouble finding work; even if your resume is of the highest standard. So it is certainly worthwhile to spend some time coming up with a cover letter template that you can use and modify for all the positions that you apply for.

When writing a cover letter you have to tailor it to the job you are applying for. You can certainly have a pre-made design and outline but you will need to cover all the points that are valid for the particular job in question. Never generalize a cover letter for multiple roles; employers can see right through this. The goal is to make your cover letter stand out from the rest!

Some points to consider when writing cover letters include:

### *Knowing your Audience*

Get an idea of who will be reading your letter. Will it be the CEO, receptionist, manager? Also know exactly what your role in the job would be and know as much about the company as you can. These days it is easy to research a company in depth thanks to the internet.

### *Straight to the Point*

Don't babble on in your cover letter. The person reading it just wants to know a brief overview of your experience and why you should get the job. Three or so paragraphs is more than enough for a good cover letter.

### *Contact Information*

Don't just leave your contact info for your resume. Instead also include it in your cover letter. Include your email, address, phone and any other methods of contacting you. The more the better.

### *Don't rehash your resume*

Don't detail your resume in your cover letter. Instead, summarize the major points and expand on a couple of important points such as past jobs that are relevant. Relevancy is the key to a quality cover letter.

Having a good cover letter will make you stand out from the crowd and will mean the difference between success and failure when applying for jobs.

Find out more at: [www.bestresumes.com.au](http://www.bestresumes.com.au)



Article sourced from: <http://freearticlesforwebsites.com>