

# INTERVIEW GETTING COVER LETTERS

*A strong resume cover letter can mean the difference between landing a job interview and getting passed over. Read and live by this comprehensive cover letter.*

And before the interview, be sure to brush up on the types of questions you are expecting in the interview. One problematic area is if they ask for salary requirements to be included in your cover letter. Now that my youngest has started kindergarten, I am eager to return to the workforce. It's a professional document, so don't go too over-the-top. When you close your letter, be sure to ask for a meeting. I am well-versed in Six Sigma methods and have lead projects which produced significant and sustainable savings. I am known for enhancing overall performance through technology upgrades, advanced employee training, and implementation of best practices. You want to keep it positive. Thank you for your time. By doing this, you can illustrate how much thought you dedicated to applying for the position and how much you care about becoming a part of the company. And in most cases, your first impression on a hiring manager begins with your resume and cover letter. Use specific figures to quantify results. I would appreciate the opportunity to meet in person to discuss how I can make a positive impact on your bottom line. How to Write a Great Cover Letter Hopefully I have convinced you of the importance of cover letter writing or at least how the letter can prove useful to you in certain circumstances. Soft skills such as communication, problem solving, and creative thinking are extremely valuable and desirable to employers. More often than not, the posting will give further instructions that include attaching your cover letter and resume to an email. Do your research on social media, LinkedIn, or the company website. It goes beyond stating familiarity with the required job duties and emphasizes results in key projects. The best way to do that is to call out two or three things that you have done professionally to catch their attention and make them want to know more about you. Rather than waste space on your resume, prepare a reference sheet with the same header as your resume and give it to the interviewer at the end of your meeting. When we moved here, I was pregnant with my oldest. These soft skills are harder to highlight in your resume, so the cover letter is the place for you to showcase them. When talking about results you should include a percentage, a timeframe, and an action. Or part-time? While this example demonstrates the information you need to include in the section, there are various ways to format it. For A Recruiter Recruiters are no different than hiring managers, in that they are essentially looking for the same things from your cover letters. These rules include not writing in first person or including personal information like your desire to relocate. Just like adding quantifiers, examples make a much greater impact. You want to also express how your goal is to help the organization succeed, not how the position will contribute to your personal success. Instead, start the cover letter with a specific fact about yourself that you think they need know. By crafting a strong, confident and enthusiastic closing paragraph, you will leave the reader feeling like you would be the best candidate for the position. If you want to get job interviews from your cover letter and at some point, job offers as well!