JOB SEARCH

THE PERFECT

COVER LETTER

Dear [recruiter/hiring manager's name],

INTRODUCTION

Open strong! Start with a unique opening line to grab the reader's attention. In 1-2 sentences describe the role you are applying for and why you are interested in it and the company.

BODY

Describe your biggest achievements. List responsibilities of your position, projects and skills you have acquired and more importantly highlight HOW you are going to use these skills to help them solve their current challenges.

CLOSING (AND CALL-TO-ACTION)

Summarize the main points you introduced and tell the recruiter/hiring manager that you'd love to be considered for the role.

Sincerely, [your name]

[your LinkedIn profile] [your email address] [your phone number]

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The Perfect Cover Letter

Sabine Zange

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