

Tips for a Perfect Cover Letter

1. Always do your homework. Study the company and know the job description. Knowing what you're getting into is very valuable throughout the entire job search process, especially if you get an interview!
2. Send your cover letter and attached resume to a specific person who has the power to hire you immediately. Call the employer (store, restaurant, business) and ask who is responsible for hiring. It may be a general manager, human resources supervisor, assistant manager, hiring manager, etc. Which will get you noticed more? An email to Whom it May Concern, or a letter sent directly to the hiring manager? Think about it!
3. Make the cover letter flawless! Spelling, typographical, or grammar errors make you look unprofessional, or that you don't care. Proofread it carefully, read it out loud, and have someone else read it before you send it. Even a single mistake can make the difference.
4. Keep your cover letter short and sweet. Two to three paragraphs are enough. If it is too long, it may not get read. Include only vitally relevant information.
5. Keep your personal information personal. A cover letter has precious little space, so don't waste it! Only mention why you are the perfect fit for that position, nothing more.
6. Be positive! Negativity in your cover letter will cause those reading it to feel negative. You want the hiring manager to smile and feel happy when reading it.
7. Be driven, not desperate! Employers look for someone with drive, but not someone who's frantically begging for a job. Easy come, easy go- if they see you are in a hurry to get hired, they may fear that you may also leave the job in a hurry.
8. Bring up your desire for an interview in a proactive, self-motivated way! Don't sit and wait for a call, make the call yourself! Use your cover letter to let them know when that call is coming, and follow through!