



What is a Cover Letter?



- ★ A cover letter is a document you send alongside your resume when applying for a job or internship. It is your chance to introduce yourself to the employer, highlight your most relevant skills and experiences, and explain why you're the perfect fit for the position.
- ★ Each cover letter should be customized to fit the requirements of the job you're applying for, so avoid using a one-size-fits-all template.

So, think of a cover letter as your chance to tell the employer why you are excited about the job and why you're a great fit for it!



How can I Create a Cover Letter?



While there is no one-size-fits-all formula for cover letters, effective ones usually include:

- ✓ 1. Start with an introduction that catches the reader's attention.
- ✓ 2. Provide clear, detailed examples of your relevant experience.
- ✓ 3. Wrap up with a short, persuasive conclusion that prompts the employer to take action.



What to include in a Cover Letter?

- Share carefully chosen anecdotes that demonstrate how you can contribute value to the company.
- Explain how your experience and skills fit the job.
- Explain why you're interested in working for the company beyond monetary reasons or simply because they're hiring.
- Use specific stories to illustrate your ability to solve problems effectively.
- Highlight your personality, work style, and relevant experiences that align with the job requirements.
- Present yourself truthfully and accurately.
- Ensure error-free writing.
- Consider Making your cover letter visually appealing and unique.



What to avoid in a Cover Letter?



- ⊘ Avoid Overused Phrases: Steer clear of clichés like "To Whom It May Concern," and phrases such as "I'm not sure if you know" or "Please feel free."
- ⊘ Eliminate Irrelevant Information: Focus solely on details pertinent to the job and company.

For more information visit the link below:

<https://www.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-cover-letter>