

If Your Resume Is The Cake, Your Cover Letter Is The Icing.

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By Heather Eagar

Cover letter writing is almost as important a skill for a job seeker to learn as resume writing. The

cover letter accompanies the resume at all times as the primary support document. Whether you use traditional mail, email, faxing, or another type of electronic submission, this should always be sent with the resume. There are, of course, other tools you'll use when job seeking. Your cover letter and resume come first of course, followed by follow-up letters, thank-you letters for after the interview, reference sheets, salary histories, and job acceptance letters. If you have good cover letter writing skills, and good resume writing skills, the other written tools should be a snap to compose.

Your goal in this is to get the attention of the hiring manager, just as it is with resume writing. The method and format are a little different however. Your resume will cover all, or most of your professional career, and will be from one to two pages. Your cover letter will be a very brief page serving as an introduction to the resume. Cover letter writing style must be direct, to the point, and able to grab the attention of the reader quickly, with a goal of making the reader want to read the attached resume.

Many people, when engaged in this type of writing, have a tendency to say too much. Good cover letter writing is short and punchy, and will take two or three key points from the resume and emphasize them. The old adage "tell them what you are going to tell them, tell them, and then tell them what you told them" holds true in both resume writing and cover letter writing.

As an example, let's assume that you are a materials handling manager for a defense contractor, seeking another position. In your line of work the buzz words are MRP, lean manufacturing, ISO 9000, and cost savings. Your writing efforts should reflect these buzz words to show your value to your current employer and any future employers. Your resume will go into more detail about how you accomplished these goals. The cover letter will simply point out to the hiring manager that you accomplished them. An example of this would be two bulleted paragraphs in the body of the letter that say....

· Experienced in quality assurance and quality control, MRP, ISO 9000, QS 9000, and Lean Manufacturing. · Demonstrated results in saving significant money for employers through cost

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savings, inventory level reductions, and on-time supplier delivery.

The hiring manager, according to many surveys, devotes only about fifteen seconds to each resume and cover letter he or she reviews. With that in mind your writing skills need to be top notch to get this person to look at your resume. Your resume writing skills need to be just as good to get the reader to want to grant you an interview. In turn, your interviewing skills need to be excellent to get the hiring manager to offer you the position. This long, and hopefully positive chain of events begins with good cover letter writing skills and ends with job satisfaction and a nice paycheck.

Are you guilty of sabotaging your own job search along with the opportunity to earn more money? Heather Eagar, a former professional resume writer and creator of ResumeLines.com, provides reviews of the top resume writing services that put you in charge of your career so you can get the job

you deserve. Sign-up for your free Job Search Tips E-Course.

<http://www.resumelines.com/>

7 Tips for Writing Winning Resume Cover Letters

By Donna Monday

Writing a good resume cover letter is something you should seriously consider when preparing to send off your resume to potential employers.

Here are seven important cover letter writing tips:

Address the individual by name. If you don't know their name then use: "Dear Sir or Madam" or "Dear Human Resources Director".

Attract attention with a strong opening paragraph. Create impact. Give them a reason to keep reading about you.

Refer to your enclosed resume. Be specific in describing your skills, experience and accomplishments. Use actual examples of things you've done.

Let the employer know what you can do for them. What can you bring to their organization?

Keep the letter's tone of voice positive and professional. Be persuasive but don't come off like a cheap used car salesman. Remember to ask for the interview!

Double check your spelling, grammar, and sentence structure. Have someone proofread the letter.

Sign your letter and keep a copy for your files.

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Writing a strong cover letter will help you (and your resume) stand out from the crowd. Hopefully, your cover letter will give employers a reason to pick up the phone and invite you to that all-important job interview.

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Donna Monday writes employment related articles for

<http://www.get-a-job-interview-quick-tips.com>

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Resume and Cover Letter - A Dynamic Duo
Nuts and Bolts of Effective Cover Letters
How Beneficial is a Sample Cover Letter ?
How to Write a Job-Winning Cover Letter

Bread And Biscuit Baker's And Sugar-Boiler's Assistant
The Ultimate Guide To Acing ANY Job Interview
Instant Cover Graphics!
Ebook cover Software
Valentine Day Recipes



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