

Follow a Cover Letter Format for Great Results

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A great cover letter is your ticket to getting your foot in the door of a hiring manager's office. Be sure to include a greeting, a sentence or two about your past experience and reference to your enclosed resume and give an example of something you did on the job that shows your strength. Hiring managers receive hundreds of cover letters each week. They are scanned and kept or scanned and trashed. If you want your cover letter to land in the 'keeper' pile for further consideration, write the kind that makes a lasting impression. And be sure to ask for the interview.

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