

Why Is A Cover Letter So Important?

Cover letters are the introduction of your resume and of you. They set the stage for what the reader is going to see on your resume and also will tell a recruiter or hiring manager if they want to read your resume.

A cover letter conveys a high level professionalism and shows the hiring manager that you're interested in their position and why you are the best candidate for the job. This is why it is always important to customize your cover letter. Anyone can write a blanket cover letter but you should always focus your cover letter on the position and company that you want to interview you. It shows time, dedication, and interest.

Having a cover letter that clearly defines why you want the position and why you are the best candidate for the position speaks volumes for you as a candidate. The cover letter should include the company's name, the hiring manager's name and contact information if you have it, the position you are applying to, and a description of why you are the best candidate for the position. I would not advise writing in the cover letter 'I am the best candidate for the position because...' but rather specifically state accomplishments or contributions that you have made in your previous jobs that align with the main points the employer is looking for in this position.

As the employer scans through the cover letter they should say I like what I'm reading this person sounds like they might be a good fit, let me read through their resume to get some additional information.

Every job seeker needs a strong cover letter and one that can be customized to different positions as you apply. Consider having a professional design a cover letter for you that can be easily altered to each position and company you want to apply and is strong enough to catch the reader's attention and make them want to read your resume.

For additional information about cover letter's for having a professional design a customized cover letter visit <http://www.greatresumesfast.com>