

Cover Letter Cheat Sheet - write one that will help you get interviews

What a cover letter IS NOT:

- # A formal letter
- # Replacement of your resume; it is instead an AUGMENTATION of your resume

Why your cover letter is NOT helping you:

- # It's too long; ideal length is 1-2 paragraphs MAX, not the whole page!
- # No mention of the company, it reads like a template
- # It's all about YOU, not about how you can help THEM
- # Typos; your cover letter is a writing sample. And if there are any typos, kiss your application goodbye ESPECIALLY if it's a job that's focused on communications!
- # It's just boring and doesn't read well

Cover Letter Template that Recruiters WANT to read!

Hi [Company] hiring team,

I'd love to speak further about the [Title] role. When I saw the opening for this role, I was excited to apply as I admire/love/respect [Company] because [reason] and I would welcome the opportunity to have Company be the next chapter of my career.

I see that the very first thing role highlights consists of [first responsibility bullet point in job description] During my time at [last company,] I was able to [successfully carry out the responsibility AND QUANTIFYING/SHOWING RESULTS]

This alongside my already successful track record would make me a great fit for this role. I welcome the opportunity to discuss this further. My contact info is below, thanks again for your consideration!

"Need help writing a cover letter that will help you get interviews? Book a session with me for only \$49! <https://calendly.com/millennialcareercoach/coverletter>"



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