

COVER LETTER

- A cover letter is a one-page document consisting of 3 or 4 paragraphs, in which each job applicant explains why they are the ideal candidate for the position. Definitely, at this point, it is important to know how to write a powerful professional profile to achieve a powerful and original cover letter.
- An important step in learning how to write a cover letter in English is the introduction of the cover letter. Here you should mention the job you are applying for, explain your interest in the position and, briefly, what is the main quality that makes you a good candidate.
- The second paragraph to write a cover letter should be a brief description of your professional experience. Includes achievements, skills, and specialties.
- The next paragraph to write a cover letter should focus on a key achievement or skill that is relevant to the position. Focus on stories that demonstrate the skills and qualifications outlined in the job description.
- It's tempting to word the final lines of your cover letter with "I look forward to hearing from you." But your closing paragraph is your last chance to emphasize your enthusiasm for the company and the job opportunity.