COVER LETTER

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1. Explained super simply is YOUR cover letter addressed to an employer, where in one page (I do not recommend more than three paragraphs) you summarize your career, who you are and basically #whatIhavedone. It's like telling him the summary story of your life and why you are the ideal candidate for the company.

2. All cover letters must maintain the similar structure of a letter: to whom it is addressed, presentation and closing. I recommend that the line spacing be double spaced and the text is justified.

3. "Creative" Cover Letter: If someone reading this post has a so-called "creative" career and is applying to advertising agencies, it is a good idea to give your Cover Letter something unique. For example, once I put in my letter that I came from a country where I was used to working during earthquakes. Terrible joke, but it worked for that agency, since I got the interview. So depending on the job you are applying for you can give it a personal touc.

4. bio   type   cover   letter
   This is the cover letter that I like the most because it is direct and friendlier. I have one of my own written in the first person and an almost identical one written in the third person, this is because once a recruiting agency asked me to write it in the 3rd person so   that   I   could   introduce   myself   to   potential   employers.

   If this biography is NOT requested in the 3rd person, I recommend you write it from your point of view, that is, first person, since it gives a closer tone with the person reading the letter.

5. formal   cover   letter
   This is the "cover letter" where you will have to work the most to build it. It is the one that must handle a more formal and almost specific language of the job that you want to apply for. They ask for it in more rigorous jobs with the hiring process, where experience and some type of professional study are required. Usually when you're applying for a job like this you have to talk about the specific tasks you fulfilled in your other jobs and the things you accomplished there.