

COVER LETTER

- The cover letter is a one-page critical letter that accompanies your resume and, by itself, has the power to make or break your job application.
- The cover letter is the only opportunity to stand out from the hundreds of other applications your prospective employers receive, it provides the opportunity to directly tell your prospective employer why you are the right person for the job, as well as add other qualifications you possess that are not included in the curriculum.
- The cover letter is used to highlight strengths, creativity, and to showcase organizational skills. This letter brings you closer to finding a job than any other application document.
- A well-constructed cover letter practically guarantees you a job interview.
- The quality of the cover letter determines whether they will even proceed to look at the resume.
- A good cover letter must have the correct greetings, an impressive opening line, easy-to-read paragraphs with active sentences, no spelling errors, you make your personality known and you make it known that you adapt to the company to which you work. you postulate.

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