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A cover letter is at least as important as a resume to help you get an interview for the job you want. Even when a job list does not specify that a cover letter is required, you should always send one with a resume and an application. A cover letter helps sell credentials by linking experiences from your resume to the needs of the employer and job. A simple but effective tip to get your letter off to a good start is to direct it directly to a hiring manager or committee. Too often, job applications address letters "who may interest", or "Dear hiring manager." These generic lead-ins do nothing to create a personal connection with the player and don't stand out. Most of the time, you can call a company and ask who the hiring manager is for a given job. You can also look at the job list or company website to see who is responsible for a department. A greeting like "Dear Mr. Smith" is a much more direct and personal approach and shows a genuine interest in the company and work. The opening paragraph of the cover letter is where you give the hiring manager a reason to keep reading. This does not mean that you should make an outrageous or provocative claim, or worse, glorify yourself as the best thing ever. Instead, offer a couple of quick and concise sentences that indicate why you fit the job and how you learned about the opportunity. "My background and experience with an elite customer service company fit well with your needs for your position as a senior customer representative. I heard about the opportunity through Jane Doe, one of your employees, and we both think it's a good game." Including a network referral is also a good technique. Job applicants mistakenly believe, at times, that the hiring manager wants to read their life story and incredible attributes in a cover letter. In fact, some cover letter templates encourage this approach of outlining all your qualifications. However, the hiring manager is concerned about one thing -- hiring someone who will do the job he needs to do. After opening the attention, recognize three to four main qualifications indicated for the job. Then, in response to each, offer a specific example or reason why you can strongly deliver on that need. Getting the hiring manager to read your entire cover letter is an undertaking in itself. Closing with emphasis can help seal the deal on the interview call. Thanking the reader for his time and explaining that he is looking forward to meeting are common elements to include. Another important suggestion is to provide not only contact phone number, but also to indicate that you will call to follow in a second appointment as next week. This may require the reader to give your letter more immediate consideration so that it is ready to call you or is ready for your call. Provided you include enough information about your qualifications, but not too much about why you want work, you can produce a well written cover letter to accompany your resume. resume.letters are not always required when applying to a job. However, it is a good idea to include one when looking for work. A large cover letter can improve the chances of getting an interview. The first subparagraph of the cover letter must contain basic information, such as your interest in work, a statement on your qualifications, where you have learned about the location and if your resume is attached. This section should not be more than two or three sentences, and needs to catch the reader's attention immediately because recruiters and recruiters generally don't spend much time deciding whether they want to continue reading your qualifications. The second subparagraph of the cover letter contains details about your qualifications. If it's how much you cut your company's budget or the percentage you have exceeded your sales goals, put concrete data in this section. Use wen numbers describes your results -- equate employers who with your ability to understand the results. If you do not have quantitative data to describe your work results, describe other remarkable results. For example, you might write, "In the three years I was HR manager with ABC Company, I improved employee retention and reduced turnover by 12 percent each quarter. In addition, I have demonstrated a great return on outsourcing investments many of the company's HR functions. For these and other reasons related to my functional competence as a generalist HR with multi-year management experience, I am qualified to manage the human resources department for an organization the size of XYZ Corporation." The second subparagraph should create a bridge between your skills and qualifications and working requirements. Change the cover letter based on the level of experience. If you are a recent graduate, emphasize your education and academic results. For example, when you are applying for a job in the field for which you are specifically trained, share your enthusiasm about putting the theory you learned at school for practical application in the workforce. Similarly, if you are returning to the workforce after being unemployed for a long time, show off your skills instead of your work history. Or, emphasize your professional skills and volunteer work instead of your chronological background. The 2011 results of a LinkedIn survey revealed that recruitment managers see a huge value in job seekers putting their volunteer experience on their resume. In fact, up to 20 percent of the recruitment decisions considered unpaid work at the same time with paid work. In the third paragraph of the cover letter, describe the professional traits and personal characteristics. If you're the kind of guyour colleagues and managers may depend, put it in your cover letter. Also, if you consider yourself a highly principled professional whose reputation and integrity are important to your success, say that in your third paragraph. You can also use use Third paragraph to describe your key competences. The fundamental competences are attributes that help you do your job. For example, the ability of communication, analytics and leadership are among the main skills that employers are looking for in supervisors and managers. The fourth paragraph must close the sale. Here it is where you can reiterate your interest in learning more about the position you are asking - it's also where you ask for an interview. If you want to take an assertive approach to job search, put your availability for an interview or promise to follow the reader within the next two or three days. The last sentence of your last paragraph generally thanks the recruiter or responsible for the assumption for your attention and consideration of your qualifications. When preparing a curriculum and cover letter for a position of restaurant manager, remember that potential employers are interested in your ability to make both money and food. By emphasizing your ability to create dishes and menus selling and returning an attractive profit will help you place a job with a restaurant, a banquet facility or another business that provides catering services. Before starting to work on the cover letter and resume, research the customer to discover its goals and its specific needs. Find out if you concentrate on a specific market demographic, as corporate customers, weddings, private parties or community functions. This will help you refer to your experience in managing the functions for these. For example, if you know the company specializing in corporate functions, you should include your cocktail management experience, the creation of high levels of appetizers, bar staff management and plated dinners planning. If the organization focuses on youth groups, churches, schools and other community-type events, emphasizes your ability to create low-cost buffets. Once you know the type of business that the company aims, review the post announcement to determine which skills recruitment managers are looking. List those you will have to direct in your cover letter and resume. These may include participation in sales meetings, menu creation, order and inventory management, personnel supervision, compliance with the regulations of the health department or driving functions that make a profit. These are important or more valuable than your culinary formation; The potential employers will take any serious candidate knows how to cook. Start your letter of presentation that refers to customers and the needs of society rather than your ability to. For example, instead of telling the potential employer your certifications or open with your experience doing what they need to do. You might start with, "I understand that you are looking for a catering manager who has experience in planning business functions, sales and business management." Follow this immediately with one or two sentences about your experience in these areas. Follow this with a two or three-word description of your results -- not history -- in these areas. areas.The one with a short paragraph listing your best credentials. End your letter with a P.S. This highlights a more important piece of information to make it stand out. Your resume should list your work history, but highlight achievements, not just the positions held and descriptions of the departments you worked for. A potential employer will be more impressed by the fact that you cut expenses by 30 percent on your last job than they would be working at a 500-seat facility. Try to emphasize results in areas that the employer's ad shows are important. Do not detail what each of your required locations if it is obvious or repetitive. For example, anyone hiring for a caterer knows you've planned menus and cooked food. Consider starting your resume with a professional profile consisting of six to eight skills in bullet points. These can be the ones you wrote in your initial list, such as inventory management, menu planning and cost containment.

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