This is my resume.

And here's its best friend, the _____ [1] cover letter, a.k.a. its wing man.

Together, they work _____. [2]

Because what the cover letter does

is set up the resume by _____ [3] what makes

you a _____ [4] fit for the job.

It shows your _____ [5] with _____ [6] concise paragraphs

that should be readable in around _____ [7] seconds or less.

So how do you write a cover letter?

Let me walk you through one, literally.

Let's say you're _____ [8] for an engineer job.

Don't forget your _____, [9] date, name, address, _____ [10] info--

all that jazz.

Kick it off with a _____ [12] to address the hiring _____. [13]

If you can, find out their name.

If you can't, stick with _____. [14]

The _____ [15] getter-- the opening paragraph.

Introduce yourself, and _____ [16] tell

the employer why you're _____ [17] for the job.

Include why you're _____ [18] and how the job lines

up with your _____ [19] _____. [20]

Avoid sounding _____ [21] by adding _____ [22]

LIVEWORKSHEETS

from the job _____. [23]

The middle paragraph.

Dig into your most _____ [24] experience,

and talk about the specific _____ [25] and _____ [26] that

make you the perfect candidate.

Oh, and feel free to pause and read when you need to.

I've only got so long. Where was I? Right!

Make _____ [27] between your previous _____. [28]

Employers will likely have read your _____ [29] already,

so _____ [30] _____ [31] the bullet points.

Instead, deeply _____ [32] those _____. [33]

To close the curtain, _____ [34] the _____. [35]

You can also make any clarifications--

for example, any _____ [36] _____ [37] in employment history.

Then provide a _____ [38] close and _____ [39]

that's friendly, yet formal, followed by your name.

Well, I think that's everything.

Remember that the _____ [40] moves are sometimes the smartest.

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