



The Top 4 Cover Letter Mistakes

The quality of cover letter is extremely important. There are cases where the cover letter has not been effective due to the fact that the job applicant lacked quality. Your resume is the most important document and should supersede the cover letter. However, if a cover letter is requested an applicant should draw their attention to this tool.

You need to avoid cover letter common mistakes. There are four common mistakes that job seekers make when writing their cover letters.

Name them:

It is generic for **job seekers** to use "To Whom it May Concern: at the beginning of their cover letters. Do some research. Look on the company website and figure out who the hiring manger is. By addressing the letter with their name you will get a lot farther than using a generic greeting.

Consider the perfect size:

When writing your letter you need to consider paper size and formatting. You need to keep on 8 1/2 x 11 paper. Do not use legal, thick, colored, or any other type of specialized paper. Also keep in mind that your cover letter does not have to be lengthy. Keep it short, sweet, and 100% error free. Cover letters with errors are the leading cause of job applicants not receiving call backs.

Create different format for different job fields:

The appropriate format of a cover letter is varying from job designation and types. So, you need to pick the right one including with perfect job title, job listing, company name and other details.

FOLLOW DIRECTIONS!

You must use formats like Microsoft Word, PDF, or text documents; most employers require these formats for documents. Follow the directions to apply for the job.