



Tips for Better Email Cover Letter - Keep it Clear!

When applying for a job on the internet, there are no second chances; if you make a mistake it is permanently made. When submitting your cover letter online, it is your first impression. The first impression should be flawless. You have to make sure your formats, writing style, and spacing are carefully crafted and error free. Flawless work will land you a job interview. At minimum, you want to be able to have a CHANCE to prove your ability and skills. Your cover letter will give you that chance.

Most organizations are using online applications instead of traditional mail-in paper applications. It is quicker, faster, and they get a larger pool of applicants. However, it is also the most difficult way to apply for a job. Companies receive hundreds of thousands of applications and resumes on a daily basis; they then have to look at every single one to make sure they find the right fit for a job. You are competing against THOUSANDS of **job applicants**. Your resume and cover letter are representative of you; make sure they are perfect. Here are some more things you need to consider:

Don't move from your subject matter:

Your cover letter should have a centralized subject. Once you have determined the subject, do not deviate from it.

Use proper protocol for the cover letter:

Make sure your email is in the right format. Everything should be in order: the subject including the name of receiver, perfect line spacing between paragraphs and lines. Conclude with your email signature containing your name, current title, email address, and phone number.

Keep the letter short:

It is really that simple. Your cover letter is not meant to tell your whole life story; rather, it is designed to merely elaborate on your resume. They work hand-in-hand.

Use some suitable keywords:

A lot of companies today use applicant tracking systems. These systems can screen candidate's applications. Use keywords in your resume and cover letter so that the system picks up your



documents. Strong keywords can improve your chances in the future.