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## Cover Letter Etiquette - Make an Opportunity to Achieve a Desirable Job!

If you have ever written a cover letter, then you know the importance of the originality every cover letter should have. Many people have attempted to use a carbon copy letter, however, that is rarely successful. The carbon copy cover letter is not suitable due to the fact that it does not provide proper accuracy. If you want to ensure that your cover letter is ideal and unique, there are several etiquette tips you can utilize:

Make sure your cover letter is accurate:

Many people write a cover letter to impress the hiring manager, however, in doing so some exaggerate the reality of their current work status. This will hurt you more in the long run than help you. When writing a cover letter, make sure the information is accurate. You do not want to be caught in a lie.

Focus on your resume or cover letter design:

Focus your cover letter and resume to the job you are applying for. Make sure the work experience you list is formatted to the job you are applying for. Also make sure your cover letter and resume are error free. You should not have gaps of time and grammatical mistakes. If you have gaps (a time you were unemployed), then you will need to explain in your cover letter why there is a gap in your resume. This will clear any confusion the hiring manager may have and give you a better opportunity at getting the interview.

Make your cover letter simple and short:

The necessity of proper grammar and English is extremely high to get the **job interview**. You have to make sure that you are extremely careful when you are writing your cover letter. Your resume is your introduction and your cover letter is your first impression. You will get a lot of opportunities for interviews only if both your introduction and first impression are flawless.

Spend as much time as you can crafting your cover letters. If you are using a template, change the information so that it fits the position you are applying for. Do not make the mistake of creating generic cover letters. Hiring managers will know that you did not take the time to do what is required to get the interview.

Hiring managers look at hundreds of resumes a day. They usually do not have the time to read your resume and cover letter. Most of the time, they do not have enough time to read a candidate's resume and cover letter. Due to time constraints, make sure your resume is kept to one page and your cover letter is short, sweet, and to the point.