

Cover Letter Recipe

People First HR Services Recruitment and Executive Search's Scrumptious Cover Letter

What You'll Need

Recipient's Name

Recipient's Title

Address of Recipient

Date of Application

Dear Mr. Smith: (Address to the right recipient)

The Position You're Applying For

How You Heard of the Position

Why You're Interested

List of Key Words Referenced in

Job Ad and Relevant to

Your Skill Set and Industry

What To Do

Demonstrate why you're the perfect candidate for the position and how you're a great fit for the company. Don't just TELL the recipient why you're perfect for the role, SHOW them through your skills, experiences, and qualifications. Lead the reader to come to the conclusion that you have what they're looking for.

End with the best way to be contacted and when you'll follow-up on the position. Personally sign the cover letter, and when it's ready to be served, there are multiple ways to dish it out, but follow the specifications the recipient required. If it's through an email, be sure to title the Subject line specifically, send to the correct recipient, and garnish with a tasteful message clearly stating what the email is, demonstrated in the image beside.

When Cover Letter cools down, from carefully reviewing and spell-checking it multiple times, you may serve it to your guest.



PEOPLE FIRST
HR SERVICES
People First HR Services is a People Corporation company

Recruitment &
Executive Search

Time: Considerable amount
Serves: 1
Difficulty: High

"Dear Mr. Smith,

Please find attached my application for position 10576 as the Account Manager for The Company I'm Applying To.

Thanks for taking the time to review my application, and have a great day.

Kind regards,

Your name

Contact information