

Download How To Write Cover Letter

How to address a cover letter Cover letters should be addressed to the person dealing with the applications. Usually, this will be shown somewhere in the job advert – and if not, don't be afraid to find out. You should write each cover letter tailor-made for each company, since, in the cover letter, you have to mention the name of the company, the name of the hiring manager (if at all possible), where you found the job posting, and how you are an excellent fit for the position. You should not be able to use the same cover letter twice. A cover letter is necessary as it gives you the chance to explain to an employer why you're the best candidate for the job. You do this by highlighting relevant skills and experience; therefore you should always write your cover letter with the position you're applying for in mind. [View All Cover Letters](#). [How to Write Your Cover Letter](#) Use our cover letter writing guide to learn how to format it for applicant tracking systems. Don't forget to download our cover letter checklist to discover what you might be missing. [Cover Letter Builder](#) Create a convincing cover letter in minutes with our state of the art software. Our builder knows exactly which template you need to use based off of your work and personal life situation, then you just fill in the blanks.