

●Cover Letter Recommendations

Start expanding your horizons and increasing your exposure with Allstaff this very minute by signing up and passing us a copy of your resume. It really is that simple and only takes several minutes. If you'd like some help or advice for preparing your cover letter, resume and for job interviews, we've got some helpful pointers right here.

●1: Express Your Interest

A cover letter is an opening letter to an employer used in applying for a job or position. This letter can take several forms, but its main purpose is to express your interest and enthusiasm in working for the employer, and how well suited you are for the job in question. It is also an opportunity to show the employer that you know something about the company you are applying for and that you look forward to working for them. Make the employer want to read your resume after they are done with the letter!

●2: Highlight Your Strengths and Experience

A cover letter should be short and direct, with active vocabulary to highlight your eagerness and your strengths and experience. Target your cover letter at the position and the employer by addressing any criteria and preferences that the employer may have; show them that you have the necessary skills and experience for the job. Also make them aware of your uniqueness and of all the new things that you can bring to the job, like any relevant yet non-essential skills and experience.

●3: Express Your wish to obtain Employment

In your cover letter, express your wish to obtain employment and your reasons for choosing this position, and state the nature of employment you are seeking (full-time or part-time or contract). Provide contact details and mention any attachments.