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# **The Use Of A Job Application Cover Letter During Your Job Hunt**

Unemployment rate around the world increases every year. With more and more students graduating and lesser jobs available, finding the right job can be very difficult. The job application cover letter is one way to avoid such circumstances. Knowing what to write and what not to include is the key to successful job hunting. A well prepared letter can make a difference if you're going to get interviews or not.

A job application cover letter can make the difference between being successful in your job search or not. This is a cover letter sent with your resume which provides additional information on your skills and experience. It provides detailed information on why are you are qualified for the job you are applying for. It is not read during the first candidate selection, but usually they will be read when the candidates have been short listed. It is used by employers to identify suitable candidates who are to be called for interviews.

Many would agree that a good first impression is vital to being hired for a specific position in a company. Among the first steps that would give one a good impression to the hiring manager is his/her job application cover letter. This letter often distinguishes one among his/her competition. As such, it is very important to submit a well-written job application cover letter. To accomplish such, one should know what and what not to write in the cover letter. These pieces of information can be determined by identifying the type of job one will be applying for.

Job application cover letters have different types depending on the position you are applying for. One of the most popular types is the recent College or University graduate cover letter. This generally includes name of school where one graduated from as well as other information regarding ones degree. Career change cover letter is another type used when looking for a job in a different industry or career field. This usually focuses on the transferable skills one has that can be used in the new position rather than the specific skills you have that are related to your current position.

A job application cover letter is written once the resume is 100% complete. One of the most important information that should be found in this letter is the name of the recipient. It should be addressed to the hiring manager or the person responsible for filing the position. This shows the company that you have researched about the company beforehand as well as your attention to detail. The cover letter should also be compelling and shows why you're more suitable for the position than the applicant who sends a generic cover letter. To make your cover sheet more visually appealing and efficient, create bullet points to highlight your accomplishments. Finally, include only relevant skills and accomplishments that showcase your ability to carry out your tasks and responsibilities well. Focus on the accomplishments and skills that transferable to the new position.

Creating a fool proof job application cover letter is the key to successful job hunting. This is considered to hold the same importance as the actual application that you submit. Make sure to proofread your letter when it is done.

Mila Dewan is a Human Resource Specialist based in Germany. According to Mila, one of the most important parts of a resume is the "[Bewerbungsmappe kaufen](#)" (the German term for *job application cover letter*) which helps in catching the attention and making a good first impression to possible employers.

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