**Steps for writing your best cover letter**

When the summer starts, most of us decide to earn some money. Especially it concerns students, but not only them. Your cover letter is the first step to your success, because it’s the main part in the job application process. In this article, you’ll find helpful advices and steps to write the winning letter.

If you are tired of writing a letter and want to give this procedure to professionals, you’ve an opportunity to use **professional cover letter service(PP/cover-letter-writing-services).**

**Look for the employment carefully**

Find a job where your knowledge and experience will be useful. Remember that when you decide to write your cover letter it would be 1 page long. Analyze what skills can help you in the job. Make sure that you know how to match your qualification in the letter.

Your first goal – interest the employer.

**The main rules**

1. Write 4-5 words in the sentence.
2. Try to avoid clichés.
3. Comply literacy.
4. Divide your text by paragraphs.
5. Keep it short.

If you’re looking for a creative job show your skills in the resume (design it, for example).

**The cover letter structure**

Alwaystry to keep the structure in this kind of letter. If you forget, I remind it to you.

* **Introduction**

It is very simple here. You should write not only your full name, but also your e-mail , your telephone number.

Add the links your social networks, it may be useful.

Start from the simple, from the greeting Dear Sir/ Madam

**Second paragraph**:

* **Why you are the perfect Fit**

It sounds a little self-assured. But it isn’t so. Write in your letter why you are interested in the advertisement. Tell the employer what your skills can help his company.

(For example: *My ability to work in the shortest term ,but doing the work carefully make me ideally suited for this job*.

*I consider myself to be a friendly, efficient and enthusiastic worker.*

*I believe I’d be the ideal candidate based on the fact, that I…..)*

**Third paragraph:**

* **Write about your abilities and what experience you have had.**

In this paragraph, you can write about your strongest skills ,experience and also show your examples of work. Remember that only experience of vacancy you are applying for should be indicated. If you don’t have it, think about focusing on the skills, rather than jobs.

*I have been working in my current position in the past…*

*I’m currently working as a…*

* **Don’t forget about your education**

Write about your education that is relate to your work and career goals. Include not only basic education, but also specialized courses, trainings. You can mention your interests too. It will help the employer to understand what kind of person you are.

It is better to indicate hobbies that are related to desired position.

*I graduated from the …. University with a degree/master’s degree in …*

* **Closing comments**

Bundle up the main points you introduced. Be polite.

The most common phrases:

1. *Thank you for taking time to consider my application*
2. *If you wish to contact me, you can do so….*
3. *I am available for contact or interview in any time*
* **Signing off**

Use formal phrases:

1. *I look forward to hearing you*
2. *Yours sincerely, (if toy know names)*
3. *Yours faithfully, (Dear Sir or Madam)*

**Speak their language**

Using the particular language as people who do a particular job shows that you understand their industry. But make sure you speak correctly.

Find out what employers do and how they talk about themselves. Find out more about the company.

**What you shouldn’t include in your letter**

Mistakes and confusing things, that’s why do a spellcheck. It’s better to find a mistake by yourself than someone else. Ask your family, friends or a career tutor to read your cover letter.

Using “I” too much is incorrectly. This letter isn’t about you. It is about how you can help the employer.

Don’t mention other job applications. You should do everything to persuade the employer that you really want this job.

A well-written cover letter will help you get your application and help you secure an interview.

Be patient, give the employer time to analyze your letter.

Take time to personalize it shows the employer why you are the best candidate for the job.