

Guidelines When Using a Cover Letter Example

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A cover letter example can come in handy for individuals who are not confident in writing their own cover letter or for those who have no idea on how to write a cover letter. Having a cover letter example as a guide is indeed very helpful since this will help you arrange the information and construct your cover letter in such a way that it will be pleasing to read. The downside though with using a cover letter example is that some people have the tendency to copy everything. People that are in a rush to write a cover letter may do just exactly that. Copying a cover letter example word for word can put your application in jeopardy because a well trained human resource manager can easily spot a copied cover letter from the original one.

Your cover letter should be about you and what you are capable of. It should talk about your strengths and weaknesses and it should sound enthusiastic. Despite using a cover letter example as a guide it would still be better if you spend enough time writing it in order to keep you from forgetting important information. In addition to that you should avoid rephrasing the cover letter example. Construct a whole new sentence in order for your cover letter to sound more personal.

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