

Many Don't Want Cover Letters **But,** Many Do!

The following is ...

Completely Bad Advice

Cover letters are no longer necessary! People pour enormous sweat and agony into crafting the “perfect” cover letter; while the reality is that many times they are almost never read ... or even looked at. Furthermore, a qualified résumé or application is never rejected because there is no cover letter included ... even if the posting asked for one.

The résumé is really the only document that matters. Generally, recruiters and HR staff don't have the time to read them, and don't bother to even open the document in most cases. So don't waste your time creating one. Certainly never rely on your cover letter to make your case for a job when it should be presented in your résumé.

The following is ...

The Truth

Covers letters should always be submitted, unless specifically asked not to do so. The cover should not be about the job seeker, rather about the needs of the organization, and how the job seeker helps meet those needs. They should be brief, 3-4 short paragraphs.

Some recruiters don't read them, but prefer them as samples that hiring managers may review and/or to demonstrate one's written communications ability and style. If you must submit salary history, this is the place to include such ... not on the résumé. The cover letter's major purpose is to introduce you and convince the reader to devote time to the résumé.

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