

A close-up photograph of a person's hands writing on a piece of paper with a pen. The lighting is warm and focused on the hands and the paper. The background is blurred.

Do I need a cover letter?

You spent hours crafting your first professional resume. Now it's time to take care of the cover letter. Don't think you have to include one? Think again!

Even if it's not mentioned as a requirement in the job advertisement, a well-written cover letter can be the difference between standing out from the crowd and fading into an ever-growing pile of applications. You only get one chance to make a first impression, so make the most of the extra opportunity.

Remember, this letter is your personal introduction to someone who is potentially your new boss. You want to persuade them, in minutes, that you are the ideal candidate for the job, and encourage them to learn more about you through reading your résumé and inviting you for interview. You will only achieve this if you have successfully 'sold yourself' by highlighting key skills, achievements, and qualities directly relevant to the job.

Many candidates don't do this. Some don't write a cover letter and hope their résumé is enough. Did you know that some employers won't even read your résumé if a cover letter is absent? Sure, you'll say more about your suitability in your résumé, however, a good cover letter gives you the advantage of getting this information in front of your potential employer early on.

Don't waste the opportunity it gives you to make a great first impression.