

3 STEPS TO SUCCESS:

THE ULTIMATE COVER LETTER CHECKLIST:

YOUR INTRO SHOULD:

- Get right to the point by describing your unique value prop and why the business in question needs it
- Research the business' needs and speak directly to that right

TALK ABOUT YOUR ACCOMPLISHMENTS BY:

- Selecting bullets from your resume most relevant to the company's needs and inserting them here
- Tweak them a bit to make them seem as applicable as possible to the company in question

EXECUTE THE ASK:

- Ask for the interview. Every time. It's not tacky and it's not gauche, as long as you're not pushy, arrogant, or rude.
- Some good examples are: "I would welcome a personal interview" or "I look forward to the opportunity to discuss my qualifications further."



ENJOYED THIS LESSON?

(There's more where that came from.)

Check out our other resources!

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