

Are Cover Letters Necessary?

You prepared a great resume, but the fact remains it is basically an impersonal document that describes your education, experience and accomplishments. But you still need a **personal touch** and that's the role of the cover letter. Research has shown that recruiters like to see a cover letter be submitted with a resume. *That means the cover letter is necessary!*

The custom cover letter can serve several purposes. Besides adding a **personalized communication** to your job application, it can also add **additional information** concerning the resume.

For example, if there are **employment gaps** or you are **changing careers**, the **cover letter** can provide answers to anticipated questions. This information can make the difference between your resume being rejected versus being considered.

Take Away the Guesswork

It is always better to not leave anything up to the employer to guess. If you have concerns when you evaluate your resume then the recruiter is going to have them too. When you leave it up to the recruiter to come up with an explanation for things like **employment gaps** or **frequent lay-offs** that are not your fault, chances are the worst will be assumed. You can use the cover letter to guide opinion by presenting the facts.

The cover letter can serve a number of purposes.

- Convey your career objectives
- Show you have done research on the company
- Get the attention of the recruiter
- Highlight important points in the resume that show you are uniquely qualified for the job
- Create a good first impression
- Show more passion about the job than is possible in the resume

In fact, the cover letter can be used to further explain your qualifications and how they match the specific job of interest. If applicable, you can point out that you and your family are in agreement on relocation. (See the article: *"What are the Best Ways to Conduct a Job Search in a Different State or Country"*) The letter can also let the employer know the times you would be available to interview.

Since the cover letter is more personal than a resume, you are able to let your personality shine through. That can be very important when a recruiter is wading through dozens of resumes looking for job candidates who will be a good fit with the company.

Keep it Professional

The cover letter needs to be as professional even if it is more personal than a resume. There should not be any **spelling** or **grammar mistakes**. It should be one page in most cases. It does not need a formal tone, but it should still remain professional because the recruiter is not your friend. At the end of the letter thank the recruiter for reading it and for looking over your resume.

The cover letter is short but those few paragraphs need to be filled with **essential information** about you and the efforts you have put into learning about the company. *This is your one chance to reach out to the recruiter on a personal basis!*

Regal Resumes offers Cover Letter writing services, we will ensure that your cover letter is effective, targeted, and personal.