Writing A Cover Letter

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Vocabulary

Showcase (v)- to show the best qualities or parts of something.

Fit (adj)- suitable for a particular purpose or activity.

Check off (phrasal v)- to check or count names or items while referring to a list of them, to make sure you have considered all of them.

Compelling (adj)- very exciting and interesting and making you want to watch or listen.

Seek (v)- to try to find or get something.

Target (n)- a result that you are trying to achieve.

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What is a cover letter

A cover letter is a one-page document written to express why you're the best candidate for a particular job. It is always paired with a resume.

A cover letter should:

- Highlight your relevant experience.
- **Showcase** your familiarity with the company and their goals.
- Convey a bit of personality.

A cover letter is also an essential part of a strong job application. A great one can get you interviews even if your resume is lacking.

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