



Should I Write A Cover Letter

The job market is more competitive than ever before, and it's important to make sure you can stand out from the crowd. One possible way to accomplish this is with a well-written cover letter, but many people are uncertain as to whether it's appropriate to include one with their résumé.

The Advantage of Cover Letters

A cover letter can be a highly effective way to set yourself apart from other candidates since it can flesh out your personality, experience, and personal brand in ways that a formal résumé cannot. It also gives you a chance to relate experiences that you may not be able to include elsewhere. Those can show potential employers your qualifications in a very real way that wouldn't be possible in other formats.

When Not to Send a Cover Letter

However, if the employer specifically asks that you not send a cover letter, then follow their directions. Also, if you do not have time or skill to compose a well-written letter, it is often best to not to include one at all rather than send a poor one.

Some employers use an online portal for application submissions. If the portal does not allow for a cover letter, don't worry about it. It won't be necessary.

Adding an Extra Touch

While there are some cases where it may be best not to include a cover letter, writing one will most often improve your chances of landing a position with an employer. In addition, there are a few more ways to add a personal touch, such as a hand-written thank you note. Along with a cover-letter, this truly helps your résumé stand out as you show your gratitude for the time potential employers take to review your application.

When seeking employment opportunities, using a cover letter and including a thank you note are just a couple ways to stand out to companies. Additionally, Workway can help you [connect with employers](#) who are looking for your skills and experience. To find out more, [contact Workway](#) today.