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Key Takeaways A cover letter is a 250 - 400 word document that convinces the hiring manager of your competence. A cover letter goes in your job application alongside your resume. Your introduction to the cover letter should grab the hiring manager's attention and keep it all the way until the...

...

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Remember: your cover letter is basically a spin-off of your CV, so it's essential that you use a similar design. For example, if you set the font to Times New Roman at 12 points on your CV or you've included your logo, make sure that you do the same on your cover letter.

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