

LETTER OF INTEREST VS. COVER LETTER

Understanding the differences between a letter of interest and a cover letter helps you effectively use either of the two in your job search. Nevertheless, you need to tailor your approach based on the circumstances and the job you're pursuing. Here are some of their distinct differences.

LETTER OF INTEREST

VS.

COVER LETTER



UNSOLICITED LETTER EXPRESSING INTEREST IN A COMPANY

DEFINITION

LETTER ACCOMPANYING A JOB APPLICATION FOR A SPECIFIC JOB



INITIATES CONTACT AND EXPLORES POTENTIAL OPPORTUNITIES

PURPOSE

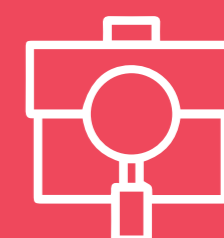
APPLIES FOR A SPECIFIC JOB OPENING



GENERAL AND NOT TIED TO A PARTICULAR JOB POSTING

SPECIFICITY

TAILORED TO MATCH A SPECIFIC JOB AND COMPANY



HIGHLIGHTS SKILLS AND VALUE PROPOSITION

CONTENT

DISCUSSES QUALIFICATIONS AND WHY YOU'RE FIT FOR THE JOB



OFTEN INCLUDES AN INVITATION FOR FURTHER DISCUSSION

CALL TO ACTION

TYPICALLY CONCLUDES WITH AN INVITATION FOR AN INTERVIEW

