
SOME COMMON STEPS IN ANY JOB HUNTING PROCESS

The logo for Employment Crossing is displayed on a blue rectangular background. The text "employment#crossing" is written in white, with a yellow hashtag symbol between "employment" and "crossing". Below this, the tagline "THE LARGEST COLLECTION OF JOBS ON EARTH" is written in a smaller, yellow, all-caps font.

employment#crossing
THE LARGEST COLLECTION OF JOBS ON EARTH

Write Cover Letters You have all your tools-self-assessment, resume, and research-and now you are ready to use them. Write a cover letter (also called a letter of application) to each employer and mail it with your resume. Your cover letter gives you the chance to state which position you are applying for, to mention your strong points, and to ask for an interview. Be sure to address the cover letter to a specific person whenever possible. Remember that the best person to send your cover letter to is the person who would be your supervisor, not the human resources department. [Read More at EmploymentCrossing](#)

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