

## Cover Letter Tips

- Focus on specific skills that match the job description
- Refer to the resume, don't repeat it
- Use "I" when describing experience
- Be concise – never more than one page
- Always include a cover letter when you mail a resume
- Use personal letterhead
- Use proper business letter format
- Use the same paper as the resume; send in a matching envelope
- Use quality, 20-24 lb. paper
- Use readable 12-point fonts in black ink
- Don't send a photocopied or form letter
- Address the letter to the individual or committee who will receive the letter
- Proofread, proofread, proofread – make sure grammar and spelling is perfect
- Type the address on the envelope (or use a computer printer)

### Standard Cover Letter Format:

Letterhead (your name and address)

Date

Company name  
Address

Dear \_\_\_\_\_:

Paragraph 1 – Purpose of letter: position applying for and where you saw the job posting

Paragraph 2 – Describe your qualifications: tie your skills to the job description, tell why you are interested in this company

Paragraph 3 – Thank you and request a follow-up interview

Sincerely,

Your name

Enclosure