

## More cover letter tips!

The following are some important reminders for you to consider when writing your cover letter.

- The **cover letter introduces** you, **sells** yourself, and **entices the employer** to read your resume.
- The cover letter should **expand on** , **not repeat** , the information contained in **your resume** . Show how your qualifications match what the employer is looking for.
- **Personalize the letter** . Whenever possible, address the letter to the person who is responsible for hiring.
- **Be specific** . Keep your letter brief, well-organized, and to the point.
- **Be natural** . Use simple, uncomplicated language and sentence structure. Don't use words that are not part of your normal vocabulary.
- **Be confident** , but not arrogant. Tell the employer that you are qualified for the job, but don't demand it.
- **Edit, edit, edit.** Don't waste space, words, or the reader's time on unnecessary details. Make sure every sentence written has something to do with explaining why you should be hired.
- **Type your document** . Handwritten cover letters are not acceptable. It is best to create and print your letter using a word processing program on a computer.
- **Proofread, proofread, proofread.** Do not rely solely on built-in computer grammar and spelling check functions. You need to proofread your document for errors as well as have others look over your letter for you. Remember, your letter should be error-free!
- **Sign it.** An unsigned cover letter is an incomplete one. If you forget to do this, the employer will either think that you are unprepared, uninformed, or sending them a form letter.
- **Package it nicely.** Print your cover letter and resume on the same paper stock. If submitting an application packet as well, place the resume on top of it and the cover letter on the very top. Place the documents in a 9X12 inch envelope so that there will be no folds in your documents. Don't forget the proper postage amount!
- **Keep a copy for yourself.** Keep copies of letters and resume sent to each employer so that you have a comprehensive record of what documents each employer has received.