**Tips for Cover Letters**

* The cover letter must be your own composition. There are many samples available to look at for ideas, but the final product should be your words.
* The cover letter and resume should not be handwritten. Use a computer to prepare all of your employment-related documents.
* Avoid typos, misspellings, and incorrect grammar/punctuation. Always have at least two other people proofread your letter before sending it.
* Use an easy-to-read font in size 11 or 12 point. You may want to use the same font from your resume.
* Use the same paper that you used for your resume.
* Keep your letter brief and to the point. Approximately three or four paragraphs are sufficient.
* Make sure your letter stands out from other interested applicants. Be sure to use power words
* Avoid the use of phrases such as “I feel” and “I believe.” Don’t overuse the pronoun “I” in your cover letter.
* Sign your cover letter in blue or black ink before mailing it. You should always include your resume with any cover letter.
* Keep a copy of your letter to use as an example and for follow-up purposes.