

CRAFTING A PERFECT COVER LETTER

Top 10 Tips for Writing Your Cover Letter

Always tailor your cover letter to the position for which you are applying - A tailored letter that reflects what the recruiter is expecting will result in a much greater chance of your being given an interview.

Cover letters need to use a formal letter style and should be clear and easy to read - Use at least 1" margins and an easy to read 12pt font.

Stick to a single page - Do not decorate the page or use colored paper.

Address your letter to a named individual - If not posted try reaching out to the company to get the name of the person that is dealing with the recruitment.

Identify 3-5 important points that the recruiter is looking for so that you can clearly show how your skills, qualifications or experiences qualify you as an ideal candidate for the position.

Keep the tone of your cover letter positive - You want to focus on how you can make a significant contribution and your interest in working for the company.

Never discuss money in your cover letter or ask about any other benefits that you are expecting unless the employer requests your expected salary. Employers are not permitted to ask for salary history. Do some research to find a reasonable range for the position relative to your qualifications.

The cover letter is not a summary of your resume so do not repeat information that is already written in your resume - This is your chance to sell yourself, and demonstrate your writing skills.

Close with an action. Express that you will follow-up your application and then actually do so - By following up you will not only show that you have a real interest in the position but you may also get your application moved to the top of the pile and an extra review

Always proofread and have someone else including your career counselor review your cover letter before submission - Your cover letter must be completely free of errors if you want to impress the recruiter.