

Cover letter

An annoying part of the process

No one enjoys writing cover letters, but there are a common industry practice. Most cover letters that hiring managers receive are bad rewrites of resumes that repeat the obvious. In order to avoid a bad letter, keep the following in mind:

- Don't repeat your resume
- Keep it short (short bad is better than long bad)
- If you don't know who to address, address nobody
- Never say "My name is ___, and I am applying for ___".
- Close strong by explaining how your experience or worldview will help you in this position in a sentence or two

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| Recipient Who is this letter going to be read by? If you don't know, leave it blank. | |
| Lede What fact or observation about the industry, company, or opportunity would make a good opening for the letter? | |
| Closer How will your specific experience or worldview help you succeed in this position? | |

