



# Cover Letter Tips

## 1. Address it to a Specific Person:

Whenever possible, address your cover letter to a specific person rather than using a generic salutation like "To Whom It May Concern." Research and find out the hiring manager's name.

## 2. Customize for Each Job Application:

Tailor your cover letter for each job application. Highlight specific skills, experiences, and qualifications that match the job description. Show the employer that you've done your homework.

## 3. Start with a Strong Opening:

Begin your cover letter with a compelling opening paragraph that grabs the reader's attention. Mention the specific position you are applying for and express your enthusiasm for the role and the company.

## 4. Show Enthusiasm and Passion:

Express genuine enthusiasm for the job and the company. Explain why you are interested in the position and how your skills align with the company's values, mission, or projects.

## 5. Highlight Your Achievements:

Focus on your achievements and accomplishments rather than just listing your responsibilities. Use quantifiable results to demonstrate your impact in previous roles.

## 6. Be Concise and Specific:

Keep your cover letter concise and specific. Avoid generic statements. Use clear and straightforward language to convey your message. Aim for a length of one page.

## 7. Relate Your Experiences to the Job:

Draw clear connections between your past experiences and the job requirements. Explain how your skills and achievements make you a suitable candidate for the position.

## 8. Close Strongly:

In your closing paragraph, restate your enthusiasm for the position and the company. Express your eagerness to further discuss how you can contribute to the organization. Provide your contact information.

## 9. Proofread Thoroughly:

Check your cover letter for grammatical and spelling errors. Typos can create a negative impression. Ask a friend, mentor, or internship navigator to review your cover letter as well.





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### 10. Use a Professional Tone:

Maintain a professional tone throughout the cover letter. Avoid slang or overly casual language. It's a formal document representing you professionally.

### 11. Follow the Employer's Instructions:

If the job posting provides specific instructions for the cover letter, follow them precisely. This might include formatting requirements or specific details the employer wants to see.

### 12. Include a Call to Action:

End your cover letter with a call to action, indicating that you are looking forward to the opportunity for an interview. Be proactive in expressing your interest.

### 13. Send as PDF:

When emailing your cover letter, send it as a PDF to ensure formatting consistency across different devices and software.

