

Cover Letter Do's and Don'ts

DO

- Tailor your letter to the specific job position and employer
- Address your letter to a specific person with correct name spelling and title
- Provide examples of your skills/experiences that demonstrate your ability to fulfill the job requirements
- Have at least one other person edit your letter
- Proofread, spell-check, revise
- Use the same high quality paper as your resume
- Use a high quality printer
- Keep the length to 3-4 paragraphs, one page

Don't

- Don't go over one page in length
- Don't forget to sign your letter
- Don't falsify or exaggerate any information
- Don't use generic cover letters, tailor your letter
- Don't overuse "I" statements to start each paragraph
- Don't just rehash your resume
- Don't have any misspellings, typos, or grammatical errors