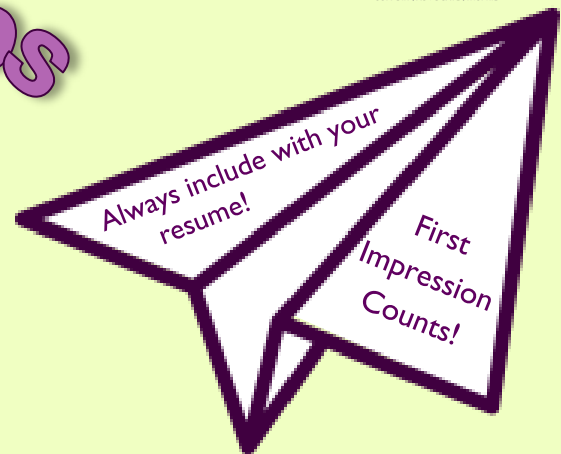


Cover Letter Tips



What is a cover letter?

- Is included with your resume
- Provides more information on your skills and experiences
- Sales pitch for your credentials

Remember...

- The letter is not a replication of your resume
- Describe skills relevant to the position
- Use active voice
- Be confident and enthusiastic, but also respectful and professional!

Personalize!

Do Not...

- Make the letter generic
- Mention salary
- Write more than 1 page
- Make typos or grammatical errors

- ⇒ Your cover letter adds a personal touch outside of what only a resume could supply.
- ⇒ Personalize and cater every letter to that specific job. It will show that you care!
- ⇒ Format it like a professional business letter. Match the font to your resume, & make sure it's readable!
- ⇒ It's okay to add personality. Don't be generic or rigid.
- ⇒ Avoid jargon and relate your skills to what the position is looking for. Be relevant!

Detailed enough to showcase your skills, concise enough to entice the employer for more!