

Cover Letter Tips

Cover Letter Tips

- Ensure there are no grammatical or spelling errors (#1 reason for rejection)
- Check LinkedIn or Google for a specific contact name and company address (Do NOT address generically “To Whom this May Concern”)
- Call the company if you can’t find the right contact online
- Customize your cover letter for the specific company and job posting
- Explain why you’re interested in this position
- Make a connection between your skills and experiences and the qualifications in the job description

Formatting Tips

- Font type should match your resume
- Font size should be 10-12 pt. font
- Cover letter should not be longer than a page
- All information should be left justified in a block-style business letter format