

Cover Letter Basics

1. Keep your cover letter to a maximum of one typed page.
2. Follow the standard business format, everything including the date should be left justified.
3. Use the same font as your resume if possible.
4. Always address a specific contact person. If you do not have a specific contact, address "Dear Sir or Madam".
5. Do not abbreviate except words like corporation, company, and incorporated. Always write out words like street, avenue, and apartment.
6. Be detailed. Give specific reasons for seeking employment.
7. Be positive. Don't use titles to inflate your work experience, accentuate skills used, and illustrate how these translate into assets for the position you are seeking.
8. Don't forget to sign your cover letter. Sign your name with black ink.
9. Proofread. A mistake on your cover letter can be as detrimental as one on your actual resume.