

COVER LETTER

What is a cover letter?

How do I make one?

Your cover letter is the first thing employers see when they open your materials. It is a great way to sell yourself as the right candidate for the job.

10 Common Mistakes To Avoid

- don't overuse "I"
- don't use a weak opening
- don't omit your top selling points
- don't make it too short or too long
- don't repeat your resume word-for-word
- don't be vague
- don't forget to customize
- don't end on a passive note
- don't be rude
- don't forget to sign the letter (unless you are sending it via e-mail)

Other tips:

Be grammatically sharp. Even the smallest error can leave a big impression.

Your cover letter is not your autobiography. The focus should be on how you meet an employer's needs, not on your life story.

Put your future in your own hands with a promise to follow up.