9 Easy Tips for a Great Cover Letter

Cover letters serve two important functions; it introduces and sells you.

One- Keep it short
The ideal cover letter should be no longer than 1 page. A concise letter demonstrates that you a focused and have strong communication skills.

Two- State the Position
Clearly state the job title in the first paragraph of the letter preferable in the first sentence.

Three- Explain why you want the job
Always ask yourself “Why do I want this position?” Is it an exciting field, does it fit in with your future career plans? A show of enthusiasm and knowledge will set you apart from people sending in generic form letters.

Four- Clearly describe way you will contribute
After reading the job description write a paragraph outlining one or two examples of how your skills and experience will fit the company’s needs.

Five- Match, but don’t reiterate, your resume
Never claim experience in your cover letter that isn’t in your resume. When you explain the ways you will contribute refer to a skill and your resume to show how you will add value to the company.

Six- Never say you are not qualified
Focus on your transferable skills and unusual accomplishments.

Seven- Keep the tone and content professional.

Eight- Tell the reader how you are going to follow up.
Then do it.

Nine- Proofread, proofread, proofread
Spelling and grammar needs to be perfect, ask someone to help you proofread the cover letter.