

## Planning

# Cover Letter Pointers

- Spelling, grammar and punctuation must be absolutely perfect!
- Your letter should be one page.
- Draw attention to the most important areas of your resume - the experience or education that makes you most suited for the job you want.
- Focus on the employer's needs, and talk about how you can add to their team.
- Show that you know about the career field by using words from the industry, when it sounds right.
- Use energetic words to communicate your self-confidence
- Make your letter neat and tidy. Use the same font as you did for your resume.
- Use good quality letter paper. Make sure your letter can be read after it's been faxed or copied.
- Organize your thoughts before you sit down to write the letter, so you avoid rambling.



Don't criticize yourself or point out weaknesses in your letter!