

10 Tips for Writing A Good Cover Letter

Know who might read
your cover letter.



Start with an
attention grabber.

Write it as a problem
solver for the company.



Use numbers & results to
leave an impression.

Keep it short and don't
repeat your resume.



Convey your passion
for the role.

Use a professional
email address.



Make it personalized and
specific to the job.

Follow the instructions
for the application.



Proofread it and
proofread it again.

Cover Letter Tips

Tracey Whitmore

A red circular graphic with a gradient, appearing as a partial circle or a thick arrow pointing to the right, located to the right of the author's name.

Cover Letter Tips:

How to Write a Cover Letter Theodore Kingsley, 2023-06-26 **The Ultimate Guide to Crafting Cover Letters** PINESTORY. PRESS, 2025-04-04

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101 Best Cover Letters Michael Betrus, Jay A. Block, 1999-04-22

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Adopting the Track of Term: An Psychological Symphony within **Cover Letter Tips**

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