

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 stylized arrow or a partial circle, located to the right of the author's name.

Cover Letter Tips:

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