

# Cover Letter Tips for Success



- 1 Match your cover letter format to that of your resume.**
- 2 Try to address the cover letter to a named individual.**
- 3 Google the company and include some facts which have motivated you to apply to that company.**
- 4 First impressions count so make the first paragraph stand out using key words.**
- 5 Focus on your strengths.**
- 6 Connect your skills and experience to the reader without repeating what is in your resume**
- 7 Keep your cover letter to one page.**

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**State that you will follow up with them afterwards for constructive feedback.**

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**End your letter requesting an interview and thanking them for their time and consideration of your application.**

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**Do an 'I' check to make sure that there are not too many.  
(Ctrl + F)**

11

**Proofread your letter and if possible, ask another person to proofread as well.**