

COVER LETTER TIPS



Here are a few tips as a path for you to create your cover letter. There is not a 'formula' per se, so this is not the only way, but these tips are designed to be helpful for someone without experience creating a cover letter:

- Always include a cover letter with your application and resume!
- If possible, keep the cover letter to one page or less.
- Address the letter to the contact person or hiring manager, by name if known – or enter Dear Hiring Manager.
- You can find templates for cover letters in Microsoft Word and related software or purchase one from the online shop at razeljones.com.
- Font size should NOT be less than 10 or more than 14.
- Choose an easy-to-read font or font family.
- Do not handwrite your cover letter.
- Reflect some of the language mentioned in the job posting.
- Avoid cliché language, abbreviations, and contractions.
- Run and apply spell and grammar check, and if possible, have someone skilled in grammar and spelling proofread before submission.
- Thoroughly review the job description/posting, as it may provide specific cover letter instructions.

Your resume lists your credentials and work experience, but your cover letter is an opportunity to distinguish you from the pack of candidates and effectively market yourself as the ideal candidate for the role. Captivate your reader and paint a word picture for what makes you uniquely qualified to contribute to their organization in this position.

IF YOU'RE INTERESTED IN HAVING FIVE TALENTS BRAND YOU WITH A CUSTOMIZED, PROFESSIONAL COVER LETTER AND/OR RESUME, CONTACT US AT WWW.RAZELJONES.COM. PROFESSIONALLY DESIGNED RESUME TEMPLATES ALSO AVAILABLE FOR PURCHASE IN THE ONLINE SHOP.