

## Five Tips for Writing a Cover Letter

### 1.) Keep it Short and Simple

- Your cover letter should be one page or less. You should also use a standard business font such as Arial or Times New Roman.

### 2.) Target the Right Person

- Research or contact the company and find out the name and title of the person who does the hiring for the open position. Addressing the letter to a specific individual is a good way to display your initiative.

### 3.) Tailor your cover letter to the job posting

- When writing your cover letter, you should use the job posting as a guide. Use similar language found in the posting to describe your qualifications and experiences.

### 4.) Complement Your Resume

- Your cover letter should complement, not replicate your resume. Expand on your resume and highlight your background as it relates to the position.

### 5.) Be Proactive

- Do not wait for the employer to take action. At the end of your cover letter, request an interview and follow up with them in an appropriate and timely manner.