



Best Practices for Writing a Cover Letter

As an experienced business professional, you know that your cover letter is one of the most important documents you will ever write. It is the first impression you make on the employer, and it can make the difference between getting an interview and not getting one. Therefore, it is essential that you take the time to write a cover letter that is professional, concise, and compelling. Here are some best practices for writing a cover letter that will help you stand out from the competition.

It is essential to have no errors (spelling, grammar, punctuation, and formatting). Always have at least one other person review your cover letter.

Cover letters use easy-to-read fonts (such as Times New Roman, Garamond, Arial, Helvetica, or Helvetica)

Your

resume fit nicely on one page.

Font size should be 10-12 point for the body text and 14 point for the header.

Use a clear, concise, and professional

which you belong.

Always PDF your cover letter before sending electronically to employers. It is more professional and prevents any changes from being made to your cover letter.

or with your name, the company and/or position you are

Print your cover letter on quality paper and use a laser or letter quality printer. White, cream, or ivory are appropriate paper color options.

Use key words and well-written sentences points.

Consistency is key. Your cover letter and resume should use the same fonts and have a similar style (margins, spacing, etc.)