Best Practices for Writing a Cover Letter

[illegible] the cover letter

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 [illegible] (such as Times New Roman, Garamond, Arial, [illegible] or Helvetica)
Your [illegible] resume fit nicely on one page.
[illegible] size 14.
[illegible] which you belong.
Always PDF your cover letter [illegible] prevents any changes from being made to your cover letter.
[illegible]

Print your cover letter on quality paper and use a laser or letter quality printer. [illegible] or ivory are appropriate paper color options.
[illegible] -written sentences points.
[illegible] (margins, spacing, et[illegible]