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Hours:
Monday-Friday
8 am to 4 pm

10 Cover Letter Tips

1. **A cover letter should always accompany the resume** and is used whenever emailing, faxing, or snail mailing.
2. **Cover letters should be one page**, using standard business letter format, in 11-12 point font.
3. **Many employers look to the cover letter as an example of your written communication skills.** Make certain that your cover letter is spell-checked, grammar-checked, and proofed by someone other than yourself.
4. **Address the letter to a specific person**, using his/her correct title. If you are unsure as to whom the letter should be addressed, call the company and ask. Request spelling and title verification if necessary.
5. **Tailor the letter to the needs of the organization** or the description of the position. Explaining what you want throughout the letter doesn't tell the reader the BENEFIT of what you can offer.
6. **Capture the reader's attention** by highlighting your skills and abilities (think accomplishments and give examples); emphasize their usefulness to the employer.
7. **Be precise and concise** – don't waste the employers time with fluff or wordiness.
8. **Be professional** but don't be afraid to show enthusiasm and interest in the position. Keep the tone positive.
9. **Keywords are key.** Because many companies use applicant tracking systems (ATS) to find and screen candidates, skill-oriented keywords will boost your chance at being discovered. Match your qualifications to the job description.
10. **If submitting by email**, type the letter in the body of the email and attach your resume. Use short paragraphs to give a brief bio on who you are and what you can do for them. Wrap it up in the second paragraph. Subject line might say "CPA seeks account position."

(See reverse side for cover letter template)

Visit the Career Services office on the main campus for assistance with resumes, interviewing, career guidance, and occupational information.