

Cover Letter

My Cover Letter...

- Includes my up-to-date contact information**
- Is customized for each and every role that I apply to**
- Is addressed to the hiring manager, recruiter, or human resources representative at the company (whenever possible)**
- Is one page in length**
- Is broken up into three or four brief paragraphs**
- Clearly states which position I'm applying for in my opening paragraph**
- Shows that I've done research on the company**
- Highlights a brief selection of my applicable career achievements**
- Details specific points regarding how and why I am qualified**
- References specific responsibilities and qualifications of the job description**
- Thanks the reader for their time**
- Is free of spelling or grammatical errors**
- Has been proofread by a trusted friend, colleague, or professional career coach**
- Is completely accurate**