

Cover Letter Tips

- Cover letters show employers your interest in their company. Research company websites.
- Keep it brief. Only one page in length with 3–4 concise paragraphs.
- Address the letter to an individual, not a company or a department.
- Do your homework. Provide specific examples that demonstrate you are the best fit for their company.
- Focus on the company's needs and how your skills match what they want in an employee.
- Avoid starting every sentence with an "I".
- State your purpose in the first sentence of the letter.
- Were you referred? Be sure to include that person's name in the opening paragraph.
- Answering an ad? Read it for clues and keywords. If you meet the requirements, state that in your letter.
- Proofread. No typos or misspellings allowed.
- Express yourself. A cover letter is a good medium to show the employer who you are.
- Make long sentences short. Remove extra verbiage.
- Visit one of our Northwest Michigan Works! Centers and ask a Career Advisor to review your cover letter.



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800-442-1074

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