

TOP 3 TIPS FOR A PERFECT COVER LETTER

1

Make it easy to read (and match it with your resume)

Font: Choose one of our recommended resume fonts. Don't set the font size below 12 points. **Margins:** Set your cover letter's margins to 1" or 1.5". Depending on how long or short your cover letter is, you should play with the margins.

2

Keep it to a single page

Hiring managers are pressed for time. They won't read a multi-page cover letter — its very length would indicate that you're a rambling, imprecise, and therefore unappealing candidate anyway.

3

Write unique cover letters for each company

Every company has a unique problem they're trying to solve through hiring. Even if you're sending out several applications for the same position, tailor your cover letters to individually address each company's problems.

Cover Letter X App Tips

Duttatray Dajee Adhikary

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