

10 Tips for Writing A Good Cover Letter



Know who might read
your cover letter.



Start with an
attention grabber.



Write it as a problem
solver for the company.



Use numbers & results to
leave an impression.



Keep it short and don't
repeat your resume.



Convey your passion
for the role.



Use a professional
email address.



Make it personalized and
specific to the job.



Follow the instructions
for the application.



Proofread it and
proofread it again.

Cover Letter Tips Tutorial

**Ann Shaffer, S. Scott
Zimmerman, Beverly B.
Zimmerman, Scott Zimmerman**

Cover Letter Tips Tutorial:

The Guide to Basic Cover Letter Writing Public Library Association, Editors of VGM, 2003-09-22 A solid well written cover letter is crucial to getting a job interview Written under the auspices of the Job and Career Information Services Committee of the Public Library Association a group of librarians with many years of collective experience in researching and providing job assistance information this practical guide provides easy to follow instruction in crafting outstanding cover letters for any type of position Completely updated it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies

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