





## Best Practices for Writing a Cover Letter

As an applicant, you should always proofread your cover letter and resume. It is important to have someone else proofread the cover letter.

It is essential to have no errors (spelling, grammar, punctuation, and formatting). Always have at least one other person review your cover letter.

Cover letters use easy-to-read fonts (such as Times New Roman, Garamond, Arial, Helvetica, or Helvetica)

Your

resume fit nicely on one page.

Font size should be 10-12 for the body and 14 for the header.

Use a clear, concise, and professional

which you belong.

Always PDF your cover letter before sending electronically to employers. It is more professional and prevents any changes from being made to your cover letter.

or with your name, the company and/or position you are

Print your cover letter on quality paper and use a laser or letter quality printer. White, cream, or ivory are appropriate paper color options.

Use key words and well-written sentences points.

Consistency is key. Your cover letter and resume should use the same fonts and have a similar style (margins, spacing, etc.)