Tips for a Strong Cover Letter
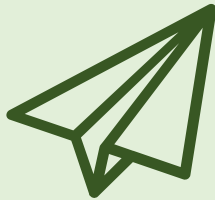
Formatting your Cover Letter

⇨ Limit your cover letter to 1 page to make it easy to read and glance over

⇨ Your cover letter & resume should be a package marketing YOU-use the same fonts, sizing and headers in each

⇨ Create a general cover letter structure that can then be customized for each position you apply for

Generating Content

⇨ Research the company and pull significant ideas/skills/keywords from the position description to determine what to share

⇨ Present yourself as a solution to the company by showing how your skills will contribute to the position and company mission.

⇨ Use solid examples including the tasks you preformed, and what you accomplished with your actions/abilities

Submitting your Cover

⇨ Always include a written or electronic signature with your typed signature (see Cover Letter Structure)

⇨ Always save and submit your Cover Letter in PDF format (never as a word document)

⇨ Proof Read! Look over your cover letter for errors and ask friends to proof read for you

Have Questions? Contact the Employment Hub at JC-CCE@jccmi.edu or visit us in BW 124

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