

## Helpful Tips to Make Your Cover Letter Professional

- ☐ Research the company and the specifics about the position so you can tailor your letter to the needs of the organization.
- ☐ Avoid using too many sentences that start with "I" or writing in the passive voice (ex. "This experience enabled me to..." or "Through my internship, I was responsible for..."); instead, make yourself the subject of each sentence and use active descriptions (ex., "In this internship, I demonstrated sound judgment and problem-solving skills on a daily basis.>").
- ☐ Do not use contractions (I'd, didn't, it's).
- ☐ Spelling, grammar, or punctuation mistakes are out of the question! Cover letters are a reflection of your writing skills, so make each cover letter an example of your best work.
- ☐ Keep your letter short and simple.
- ☐ Use good quality paper that matches your resume paper and envelopes. If applying by email, paste the entire content of your cover letter directly into the body of the email. You can also attach the cover letter to the email as a pdf.
- ☐ Make sure you use consistent fonts and font sizes throughout your cover letter.
- ☐ Be sure to sign your cover letters – you can also use an electronic signature if your cover letter is being emailed.

- ☐ Have a Career Center Advisor review your cover letters during drop-in hours OR you can make an appointment anytime.