

Cover letter Review

1. The most important thing about the cover letter is that it is in the right style and that it is clear in what you want to say in it. It is good to be direct and simple not complex.
2. If at possible address the person with the right name. This in many instances will separate you from other applications. It may also be appropriate to address who referred you or how you found out the job opening.
3. In the body paragraph make sure to focus on two or three important traits and examples of how you portrayed those traits. This is a chance for you to express more on why you are a better person for the job.