

# 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.

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**Carl S. Savino, Ronald L. Krannich**

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