

7 Tips & Tricks

to writing a professional cover letter

A cover letter is a one-page document that you can use to introduce yourself to the company, show off your qualifications and stand out from other applicants.



1. Add a custom header onto your cover letter to help illustrate your personal brand

Similar to how you can use an image as a border, you can also create an image header to stand out from the crowd.



2. Use a column layout to divide your cover letter into sections

Typically, a cover letter you will include your contact information in the header or footer. But a visual cover letter offers you the chance to use a different page layout.



3. Include a personal logo to make your cover letter more memorable

Your logo design could be as simple as writing your name in a specific brand font, or combining your initial with an icon or shape.



4. Use icons to illustrate information like your experience, skills, or passions

Icons are perfect for adding a bit of creativity to your cover letter design.

5. Highlight your contact info using a bold footer

A bold footer can help highlight key information—like your contact information and availability.



6. Add your actual signature to your cover letter

While including a signature isn't a requirement, it can add another personal touch to your cover letter and make it more memorable.



7. Use up to three different font styles, but no more

Use no more than three different font types on your cover letter. If you use too many different fonts, your design can look cluttered.



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Handbook for Social Work Writing Susan E. Mason, Wendy Zeitlin, 2024-03-28 This concise accessible and engaging handbook offers a companion for social work students to acquire professional and competency based writing skills Written by experienced educators the book builds writing proficiency by introducing a social work based guide to academic writing and professional communication Each chapter addresses a specific area of social work writing and development progressing from coursework and beginning fieldwork to practice based assessments and reports The authors integrate a series of scaffolded activities throughout for readers to cultivate awareness and further technique and with sections explaining contemporary communication methods and common writing challenges readers will be prepared to use technology both to strengthen their writing and to ease the overall process Excellent for use in courses across the social work curriculum and as a personal guide the Handbook for Social Work Writing provides students with on the spot guidance for any type of academic or professional writing assignment

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