

# 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.



# Cover Letter Tips

**Theodore Kingsley**



## Cover Letter Tips:

*How to Write a Cover Letter* Theodore Kingsley, 2023-06-26      **Vault Guide to Resumes, Cover Letters & Interviews**  
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letter is actually the same as the letter of application letter of introduction as well as a transmittal letter It is a letter that should always accompany the applicant's resume since not too many employers would consider an application without it

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**Work in Production Part Two** Robyn L. Coburn, 2018

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