

JobTIPS



Key Points - Cover Letters

Here are some tips to make your cover letter look professional:

1. Proofread your cover letter very carefully. Read it slowly and out loud to catch errors. There should be no typos or grammatical errors in your final cover letter.
2. Have a friend, colleague, teacher, mentor, family member, or counselor proofread your cover letter.
3. Print your cover letter on white paper (preferably high-quality paper).
4. Print your cover letter with black ink.
5. There should be no rips or tears in your cover letter.
6. Your cover letter should not be wrinkled.