

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

Yan Bai



Cover Letter Tips:

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