

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.



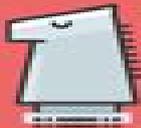
1. Add a custom header onto your cover letter to help illustrate your personal brand

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.



Coupon Code Cover Letter Tips

Emilie Sanchez



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