

7 Tips to Write an Impressive Cover Letter



1

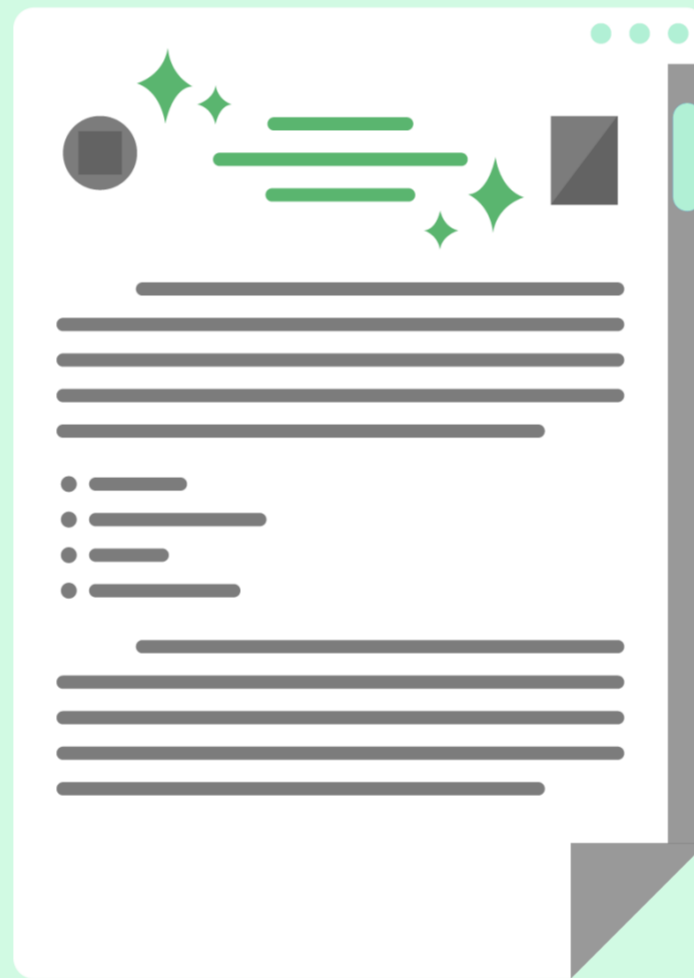
Outline your vision for the future.



Instead of elaborating on your experience and achievements, use the cover letter to explain your goals for the future.

2

Capture the recruiter's attention in the first paragraph.



Do away with the standard self-introduction and start with specifics or details that set you apart from the crowd of applicants.

3

**Highlight the unique value
you add to the company.**



Leverage your skillset and past achievements to prove how you can provide targeted solutions to improve the functioning of your team.

4

Watch your tone!



Your tone should be self-assured but not stuffy. Aim for the right balance between friendly and formal.

5

Format it properly.



Stick to the standard formatting conventions for the letter, especially in your header, opening address, and closing address.

6

Express why you're passionate about this role.



The recruiter should know that you value their company. Mention a few reasons why you're excited to join the firm on both, personal and professional levels.

7

Edit and proofread your cover letter.



Language and formatting errors undermine all your hard work. A job application is no place for typos, so always get it reviewed before you send it off.*

*That's where we come in!