

## Ten Do's and Ten Don'ts for Writing a Cover Letter

### Do...

- 1.) ...personalize your letter.
- 2.) ...address the specific position advertised.
- 3.) ...be concise and to the point.
- 4.) ...type and edit your letter with great care.
- 5.) ...use [action verbs](#).<sup>1</sup>
- 6.) ...prompt the reader to take action.
- 7.) ...tell the employer what you can do for them.
- 8.) ...display your knowledge about the company with the vacant position.
- 9.) ...be professional in tone.
- 10.)...make a follow up call after a reasonable amount of time.

### Don't...

- 1.) ...be vague or ambiguous.
- 2.) ...tell employers what they can do for you.
- 3.) ...lie about your accomplishments.
- 4.) ...duplicate your resume.
- 5.) ...contradict your resume.
- 6.) ...reveal personal information such as age, religion, or sexual orientation.
- 7.) ...use slang or abbreviations.
- 8.) ...send a standard cover letter for every job application.
- 9.) ...sound arrogant or overconfident.
- 10.)...expect the employer to take action first.

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<sup>1</sup> The Action Verbs webpage is courtesy of Boston College's Career Center.  
<http://www.bc.edu/offices/careers/skills/resumes/verbs.html>.