CoverLetter （ ） PDF

Try to avoid a salary history in the cover letter. Even if the position specifically asks for your salary history, providing this information will more likely cost you a job than not. If the job ad specifically says that resumes without a salary history will not be considered, give a historical salary range, and state that your salary requirements are flexible based on the opportunity the position will provide.

Spend time thinking about the layout of your letter, and make sure that its easy on the eyes. It should be easy to scan the letter, and have a logical progression. Keep in mind, the reviewer of your cover letter and resume has hundreds (if not thousands) of cover letters and resumes to look at, so make it easy for him/her to find the information you want to highlight. Bunched up text in long paragraphs will frustrate anyone who has to review hundreds of resumes and cover letters a week. In addition to the layout, dont just repeat your resume. Your cover letter is not a summary of your resume. instead, its an introduction of yourself, and an argument for why you are the best candidate for their company and the specific position. Above all, avoid the generic cover letter that you get from

books.