

Network to Work Meeting

March 2019

RESOURCE DOCUMENT #2 – *COVER LETTERS CONTINUED*

Additional Cover Letter Guidance

How About the Cover Letter Format?

The cover letter format is as important as its length. Here's what you should know:

- Chose a legible font (such as Arial, Calibri, Verdana, or Times New Roman)
- Use a readable font size (typically about 12 point).
- Set your margins at 1 inch all around.
- Align your text to the left.
- Leave space between paragraphs, between your salutation and the text, and between your text and the signature, so that your letter is easy to read.
- Have a good amount of white space so your letter doesn't look cluttered and difficult to read.

Proofreading Tips

It is important to proofread all of your application materials before sending them to an employer. Here are a few tips to help you proofread thoroughly.

1. **Don't Trust Spellcheck.** Spellcheck catches obvious typos but misses common errors such as the use of "your" instead of "you're".
2. **Take a Break.** Don't edit your cover letter immediately after writing it. Taking time away from the document will let you edit it with a fresh set of eyes. A 24-hour break is ideal, but even a couple of hours away from the document before editing it will help.
3. **Print it Out.** Proofreading a printed copy of your cover letter rather than looking at it on a computer screen will help you see the document with a fresh set of eyes. Printing it out will also

help you see the document as the employer will see it. This way, you can see and fix any awkward page breaks.

- 4. Read out Loud (and Backwards!).** Read your document out loud while you proofread. This forces you to slow down while reading and helps you to pick up on any errors. Reading backward (edit the last sentence first, then the second-to-last, etc.) also slows down your reading and also lets you focus on spelling and grammar by breaking up the logical flow of the document.
 - 5. Narrow Your Editing Criteria.** It can be hard to edit for both grammar and spelling at the same time. For more thorough editing, only edit one type of error at a time. For example, do one proofread for spelling, one for punctuation, one for verb tense, one for the format, one for factual information, etc. While this might take a bit more time, it will help you catch every type of error.
 - 6. Check for Consistency** Many people simply look for spelling and grammar mistakes when editing, but you should also make sure your layout is consistent.
 - Make sure that your font size and style is the same throughout the entire document.
 - Make sure your grammar is consistent, such as the use of capitalization in headings and periods in bullet points.
 - 7. Proofread Personal Information (For You and the Employer).** You want to be sure an employer has your correct contact information so check it thoroughly. Also be sure to proofread the information you include about the company for which you are applying, ensuring that the employer's name, company name and address are all correct.
 - 8. Ask a Friend.** People who are less familiar with a document can often see errors more clearly. Ask a friend (or better yet, a couple of friends) to edit your document for you.
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Another Example of a Basic Cover Letter (Text Version)

Jasmine Applicant
123 Main Street
Anytown, CA 12345
555-555-5555
jasmine.applicant@email.com

September 1, 2018

Michael Lee
Director, Human Resources
Calico Corner
123 Business Rd.
Business City, NY 54321

Dear Mr. Lee,

I am writing to apply for the store manager training program as posted on the careers page of Calico Corner's website. I was excited to see this opening because I enjoy shopping at your stores and I have experience in retail management.

After reading the requirements, I believe I would be an excellent fit for the management position. I've spent the past three years as an assistant manager of a small convenience store, while finishing my bachelor's degree. This job has given me the opportunity to manage employees as well as work with the general public. In addition, I have a background in textiles.

I've included my resume so you may review my education and work experience in addition to the skills I've gained, such as customer service, employee management, communication, social media marketing, and design.

If you have any questions or wish to know more about my qualifications, please do not hesitate to contact me. My cell phone number is 555-555-5555 and my email is jasmine.applicant@email.com.

I look forward to hearing from you about this exciting position.

Sincerely,

Jasmine Applicant