



COVER LETTER BEST PRACTICES

 **Keep your headline consistent with the one you used in your resume as a way of branding yourself.**

 **Your cover letter should fit on one page and should consist of between no more than 3 or 4 paragraphs. A typical cover letter review will last about 30 seconds - if yours is too long, the hiring manager won't waste their effort. Ain't nobody got time for that! So make sure to be concise, be clear, be on point and be brief.**

 **Have the job description in front of you when writing your cover letter. Make sure you are connecting your experiences & qualifications with what they are looking for in a candidate. Each cover letter you write should be tailored to the job you are applying for.**

 **Don't forget the STAR Method!**



THE **S** **T** **A** **R** METHOD

Using the STAR method to describe your experiences is one of the easiest ways to strengthen your cover letter.



Situation

What is the context of your experience?



Task

Within that context, what were you tasked with?



Action

What action did you take to solve the problem?



Result

What happened? What did you accomplish?