

# COVER LETTER TIPS

*PA CareerLink Pittsburgh/Allegheny County offers additional help and resources for cover letters. Please see our workshop schedule or contact a staff member for more information.*

## Quick Tips

- State position title
- Never say unqualified
- What appeals to you?
- Personalize your letter
- State intentions
- Your contributions
- Avoid negatives
- Don't mention salary
- Proofread!

### 1. Always state the position title

Oftentimes, employers will be posting more than one position. By stating the position title in your cover letter, you ensure the correct people will look at your letter.

### 2. Never say you are under qualified

If you think that you are not qualified for the position, why should a company hire you? You are already stating that you are lacking compared to the other candidates, and you can guarantee that you will not be contacted for an interview.

### 3. Why do you want the job?

What is it about this position that appeals to you? Be specific or general, depending on how much you know about the position. You can talk about specific aspects of the job duties that spark your interest, why you are interested in the industry, or what appeals to you about the company.

### 4. Personalize your letter

Try to address your letter to someone specifically; it will set you apart and show you took the time to inquire. You can call the organization to get this information, or get on-line. You can also personalize your letter by researching and including a fact about the company for which you are applying.

### 5. State your intentions

Stress to the employer that you would like to set up a meeting or talk about the position further in an interview.

### 6. What can you contribute?

List your skills that relate to the position or tell an anecdote about how you can accomplish this position. Highlight any accomplishments from your employment history or talk about any personal attributes that make you a unique match.

### 7. Avoid negatives

Be positive! An employer does not want to hire someone who is pessimistic. Do not talk about why you left your last position or why you did not like an aspect of your previous job.

### 8. Refrain from mentioning salary

Salary should not be discussed unless the advertisement directly states that your resume will not be considered without it. If it is necessary to include salary, never commit to a specific number; always give a range and mention that you are flexible.

### 9. Proofread!

Spell-check will not catch all grammatical errors. It is recommended that you read over it, read it out loud, and have someone else read it to give you feedback. Employers receive hundreds of applications for their open positions, and a type-o is a red flag that you have not taken the time to look over your writing.

Pennsylvania  
**CareerLink**  
PITTSBURGH/ALLEGHENY COUNTY

www.careerlinkpittsburgh.com

Phone: 866-317-JOBS

TTY: 877-TTY-JOB1

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request. Requesting accommodations in advance helps to ensure that reasonable accommodations are available at the time service is provided. Phone 866-317-5627; TTY 877-5621; www.careerlinkpittsburgh.com, click on "Reasonable Accommodations"