


Cover Letter DO's and DON'Ts

- DO include your name, email and phone number
- DO include the Company name and address (if known)
- DO open with a traditional letter greeting (ex. Dear John, or To Whom It May Concern
- DO start with an introduction of yourself, your background & experiences, and an explanation of why you would be a good fit
- DO close by thanking the reader for their time and expressing your interest in the position once more



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- DON'T include spelling mistakes or typos, be sure to proofread your cover letters
 - DON'T include reasons for leaving your past positions, it is not relevant unless it is specifically asked for
 - DON'T include salary expectations in a cover letter unless the application suggests you do so
 - DON'T re-use cover letters, try and write a unique letter for every company you apply to
 - DON'T simply restate everything on your resume, write about what you feel is most relevant to the job you're applying for, and best reflects your capabilities