

## Job Search Letters

The success of your job search depends a lot on your ability to communicate effectively in writing. As an applicant seeking employment, you may find yourself writing many different letters. The following are the most common: cover letter, letter of inquiry, thank you/follow-up letter and acceptance/decline letter.

### Writing Style Guide

- Be original, brief (one page), business-like, clear and concise.
- Keep your sentences 10 to 20 words long.
- Limit paragraph length to five to seven sentences.
- Use powerful action phrases to describe accomplishments, qualities and experiences.
- Try to avoid overuse of “I.”
- Personalize; reflect your style by balancing professionalism with personal warmth and friendliness.
- Convey enthusiasm, commitment and confidence.

### Tips

- Keep a copy of your letter for future reference.
- Use a common font with a professional appearance.
- Proofread each letter carefully for proper spelling, syntax, grammar and typographical errors.
- Have someone else review your letter to offer constructive feedback.
- Do not include personal information in the header or footer. Use a subject line and proper greeting.

Email your resume and cover letter as one PDF attachment with the cover letter on page one and the resume on page two. Creating one PDF that contains both documents decreases the chance that the employer will go right for the resume and bypass the cover letter. A PDF also ensures that your formatting stays intact. If you attach the PDF, your email can be brief.

Employers can easily spot generic letters.

