

**Tips for Writing Letters**

■ Address your letter to a specific person whenever possible.

■ Use language that is clear, concise and natural.

■ Present yourself as professional and polished.

■ Avoid starting most sentences with the word “I.”

■ Use high-quality paper and envelopes for each hard-copy letter.

■ Create each letter individually and tailor your message to each employer.

■ Use an easy-to-read typeface and avoid wallpaper or multicolored backgrounds in emails.

■ Sign each letter with your full name.

■ Limit your letter to one page.

■ Use your spell checker, but also proofread carefully to produce error-free copy.

■ Focus on what you can do for the employer, not how the job would

■ Use relevant information and be specific — back up your claims with evidence.

■ Only mention your salary requirements if specifically instructed to do so.