

Email Cover Letter Tips

- Do not repeat information on your resume or say “see resume.”
- Do not use text language abbreviations in a job application cover letter.
- Keep all sentences short. You may want to limit each sentence to no more than 10 words.
- Send a sample email to yourself or to friends to see what your email letter looks like on a smartphone or tablet screen. Even if the reader is viewing your letter on a computer monitor, it’s a good bet that they are using half or less of the screen.
- Attach your resume in the format requested. Plain Text File (RTF), PDF and Microsoft Word are the most commonly requested formats.
- Rename your resume before you attach it to the email application letter. Use your name and the posted job title or number such as JSmith.MarketingDirector.MD12345.
- A company may ask for your resume in an email format. Cut and paste your resume into your email program and format it. Check the appearance by emailing it to yourself before you send it to the employer.
- If required by the company, confirm that you have completed their online job application.
- Use the spell check feature on your email program and proof your email twice before you hit “Send.”

