

COVER LETTER

# 7 TIPS for your COVER LETTER



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**"YES, I CAN  
DO THE JOB."**

The company is searching for someone who can do the job. Tell them why you fit like a glove.





# MENTION ONLY RELEVANT SKILLS

Connect your CV and showreel while describing skills mentioned in the job listing. Keep it relevant.





# STATE FACTS AND PROVE THEM

When you describe your work attitude make sure to back it up with past experiences.





# BRING VALUE TO THE COMPANY

How will you make their lives better? Include THEM instead of only stating: I need, I want, I feel.



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# WHY THEM SPECIFICALLY?

There are a variety of companies out there. Tell them why you picked them and you see yourself working for this job specifically.

5



# PERSONALITY & GOALS

Tell them how it is to work with you. What are your professional ambitions in the future?  
Don't be generic or boring.



# PROOF-READ

Address the company you are applying for, avoid complicated sentences or misspelling.  
Keep it simple and interesting!



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Letter



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THE FULL  
ARTICLE  
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