Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Communications – Tips for Writing An Effective Cover Letter

Instructions:

* Save this document in your Office 365 Account in your folder Find the Career You Love as **Tips for Writing An Effective Cover Letter**.
* In our class discussion we discussed 9 Tips for writing an effective cover letter. List the 9 tips in the spaces provided below.
* Save your changes.
* Share to [tellsworth@fillmorecsd.org](mailto:tellsworth@fillmorecsd.org)

Tip 1 –

Tip 2 –

Tip 3 –

Tip 4 –

Tip 5 –

Tip 6 –

Tip 7 –

Tip 8 –

Tip 9 –