

How to design Cover Letter professionally by Canva

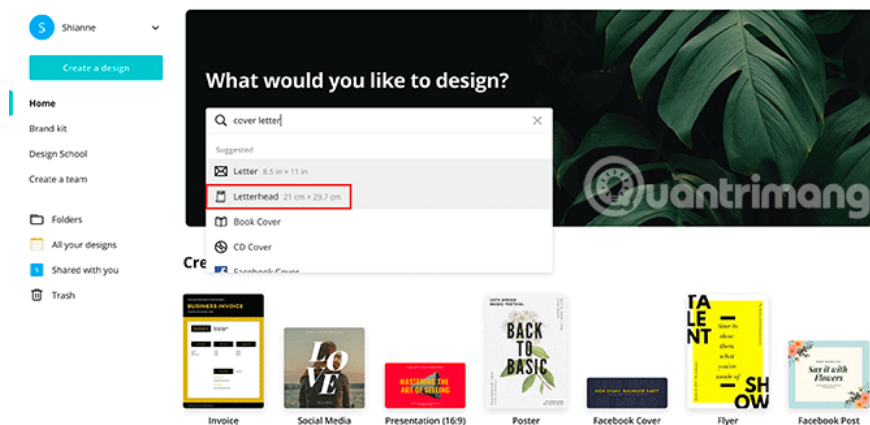
How to create a beautiful, professional Cover Letter that attracts the attention of employers? Let Canva help you with that.

When applying for a job, in addition to basic documents such as a degree, a CV, something that employers require is Cover Letter. So how to create a beautiful, professional Cover Letter that attracts the attention of employers? Let Canva help you with that.

Canva is an impressive free collaboration and graphic design tool. Please follow the steps below to have a perfect Cover Letter.

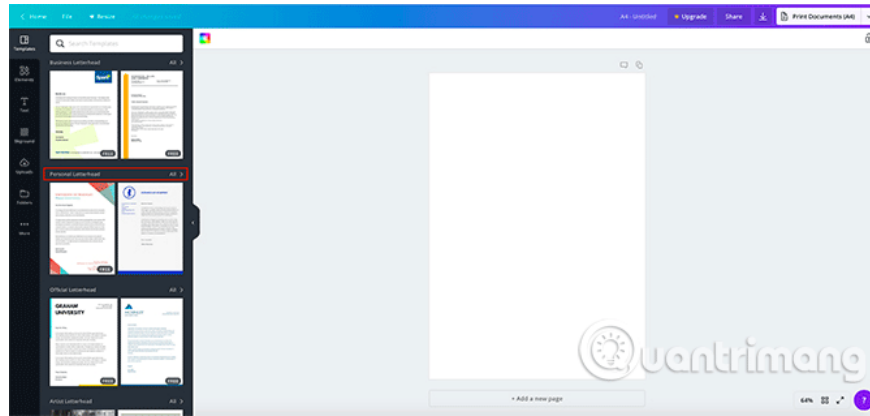
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Step 1. Log in or register for Canva



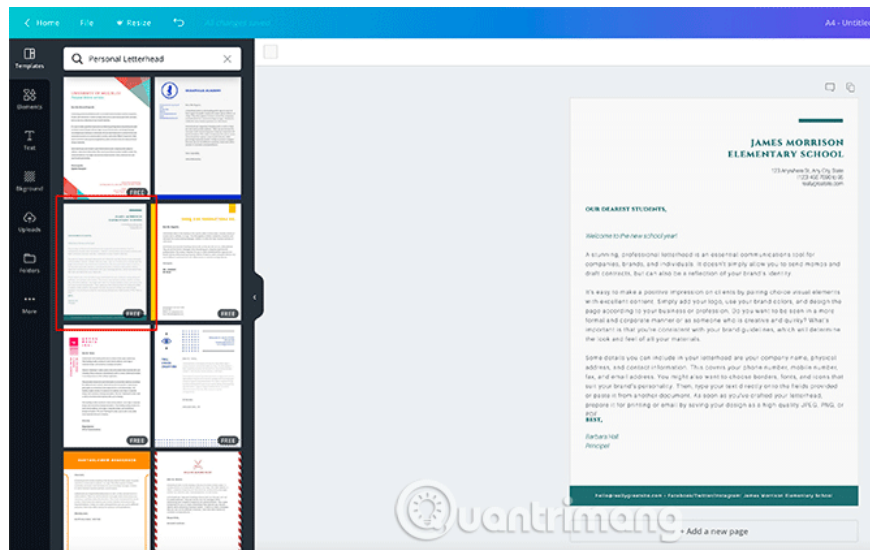
Visit the Canva.com website and create a free account without it. After successful registration, you will see design options, select **Letterhead** or **Letter** . Here, we select **Letterhead** .

Step 2. Find designs

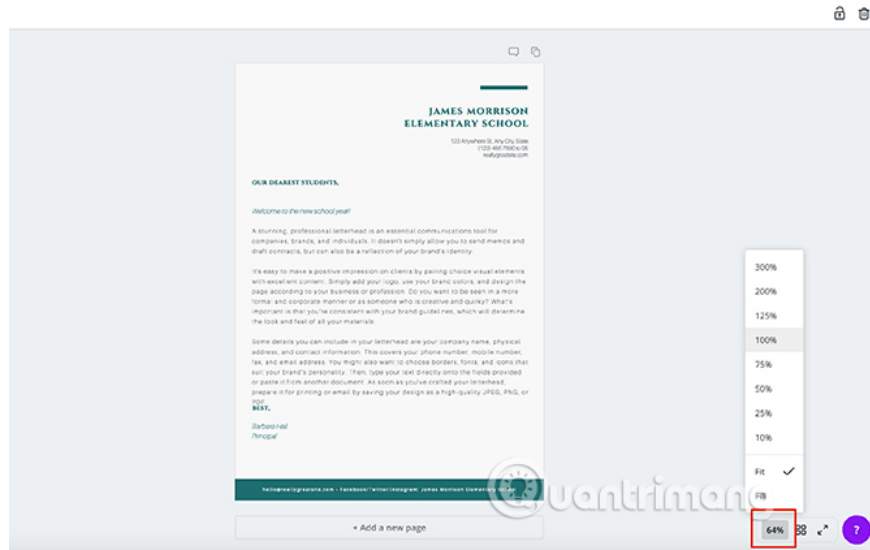


You will see a blank page and a list of **Letterhead** templates. In this tutorial, we will create a Cover Letter for work at a bank company. Please select a CV template that suits your job.

To do so, click on the **Personal Letterhead** option and select the appropriate template.

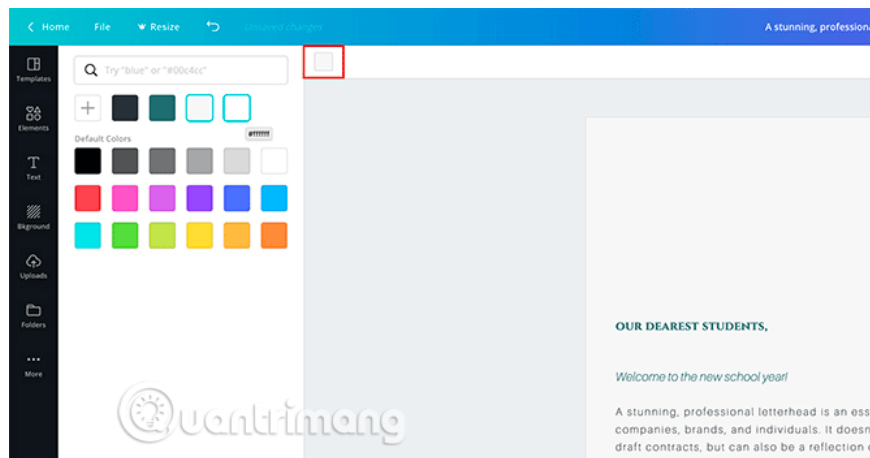


When selecting the appropriate template, you will see many words in Cover Letter and may be too small to edit, zoom in to see the entire cover letter. To zoom in, click on the zoom tool in the bottom right corner, select the desired size.



Step 3. Change the background

Next, change the background color of Cover Letter. To change you need to select the entire document, click on the color template icon in the upper left corner of the screen, the palette appears, choose a new color.

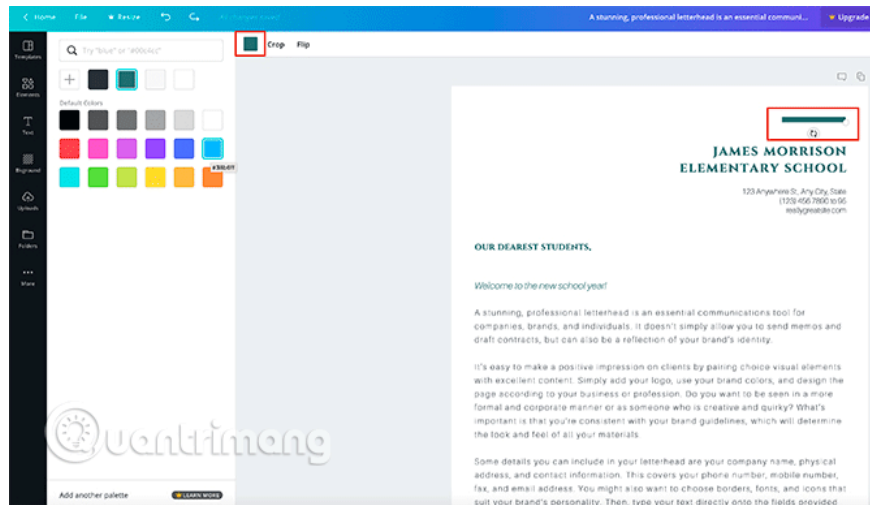


Step 4. Change the color of other elements in Cover Letter

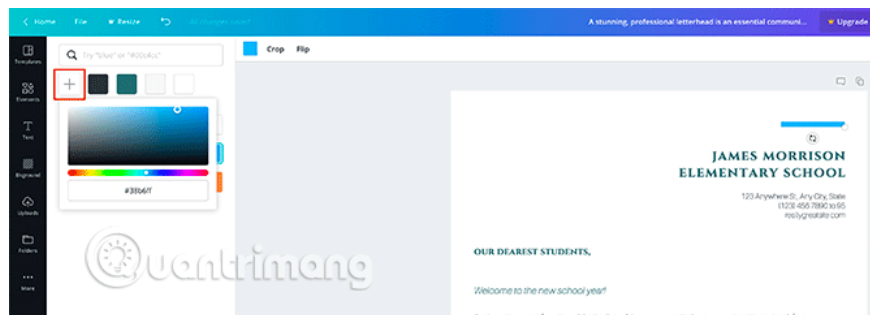
After changing the background color, you need to edit some image details on Cover Letter to match the CV.

The first detail you should change is the dashed line at the top of the page, its color does not match the overall design.

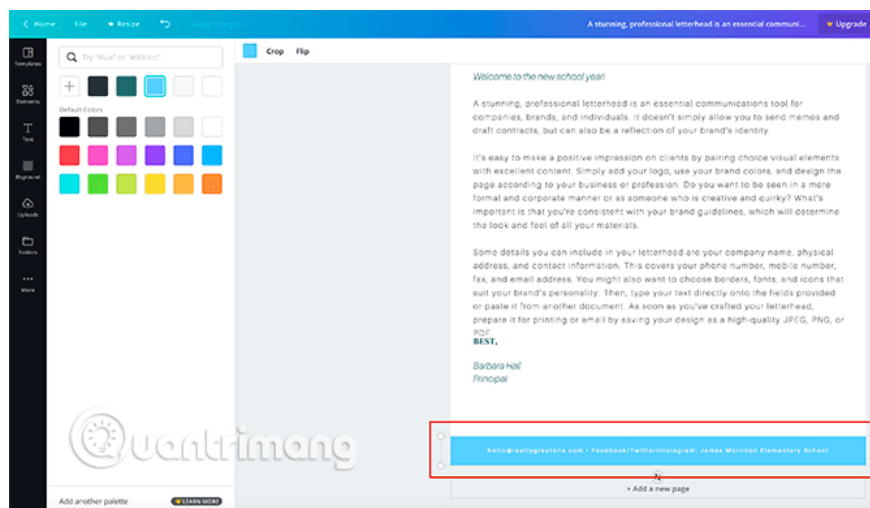
To change the color, click on the detail and then click on the color palette.



If the color you choose is not very suitable, click on the + above the color palette to select a more accurate color.

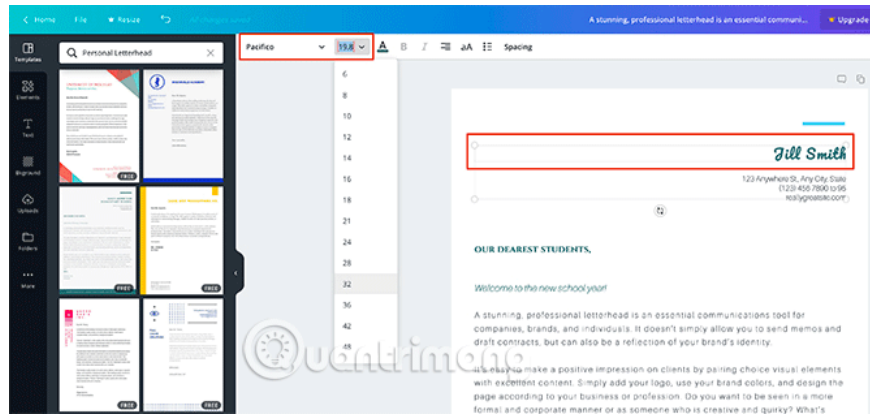


Once selected, that color will appear on the basic palette. After that, you can click on other details and click on the color palette.



Step 5. Change the text in the title

After adjusting the image elements on the page, you need to edit the text next. First edit the title, including your name, address and contact information.

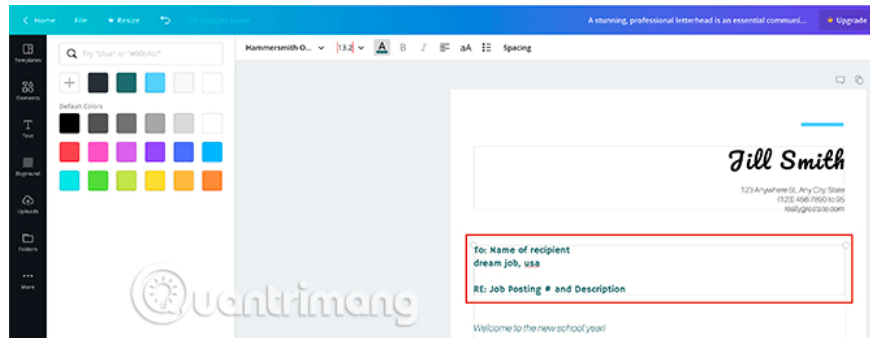


Canva automatically creates a text box in each section, you just need to click on the text to delete the text in the text box. Then, type your name and choose the same font used in the CV, font size and color accordingly. Click on the address below the name, delete and enter your address.

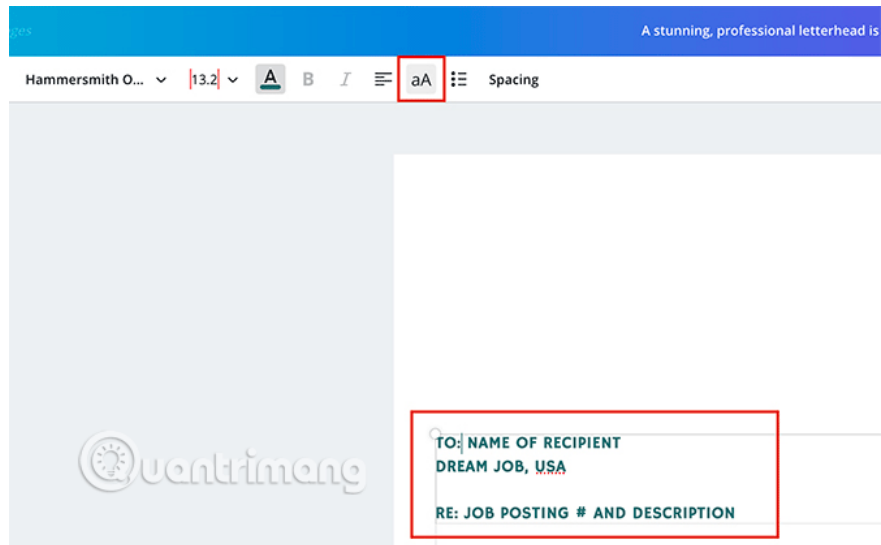
Step 6. Change the text in the subheading

After changing the main title you need to change the subheading containing the recipient and recipient address information along with the reason for the mailing.

Do the same as on the title, click on the subhead and delete the text in it, then enter your information. Then visit the upper left corner, use the drop-down menu to edit the font, size and text color.

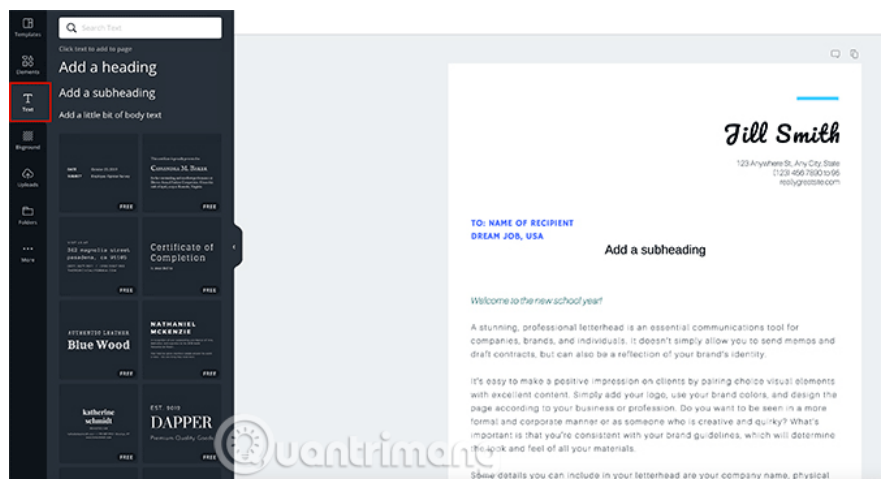


If the text in your template is capitalized and you want to change it to lowercase without typing it again, simply click the red **Uppercase** icon at the top of the screen and it will change to lowercase and click again to into capital letters.

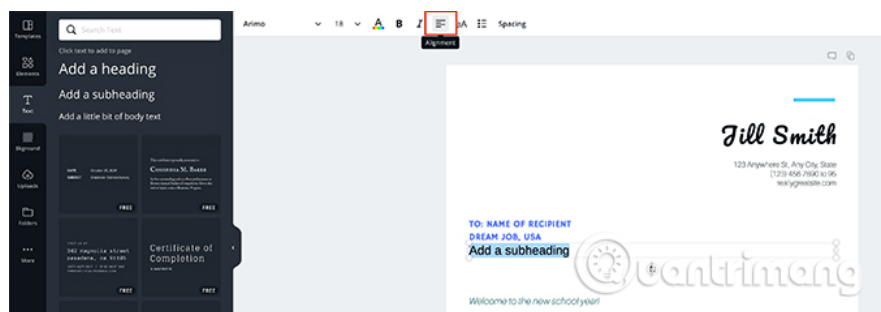


Step 7. Add new subheadings

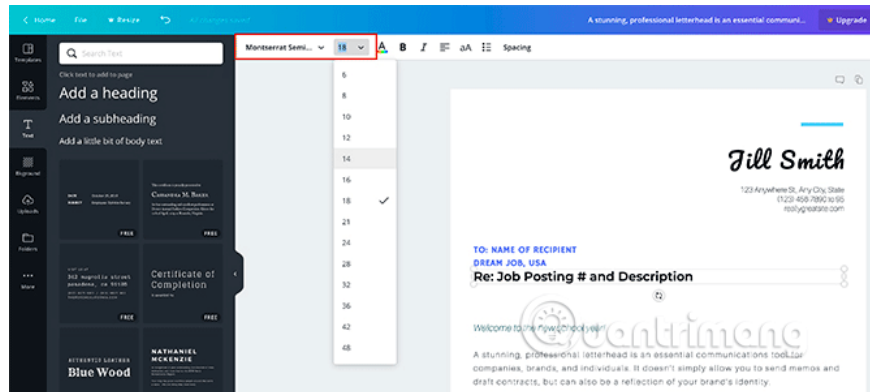
To add subheadings, click **Text**> **Add a subheading** on the left side of the screen, Canva will add a subheading on Cover Letter but you need to adjust some things.



To align the text in this subheading, click the **Alignment** button. When you click on it, you will see different adjustments, choose the alignment that fits your cover letter.

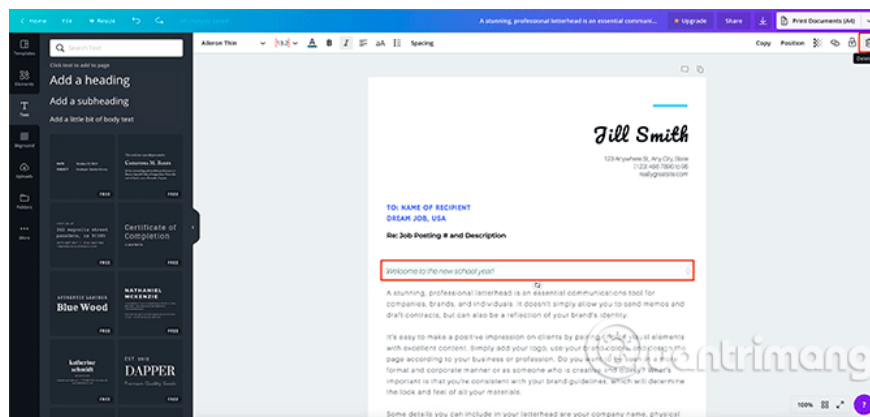


Next, visit the top left corner and change the font, size and text color.



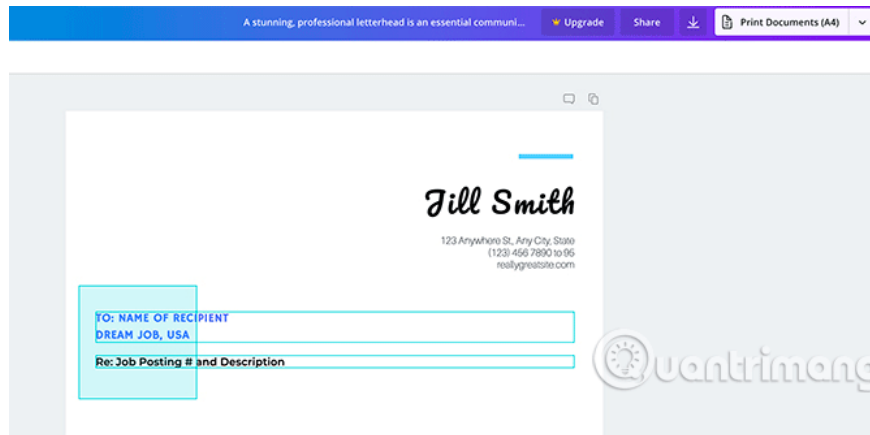
Step 8. Delete the text box

If there is an unnecessary text box for Cover Letter, you can delete it easily by clicking on the text box you want to delete, find and click the trash can icon in the top right corner of the screen.

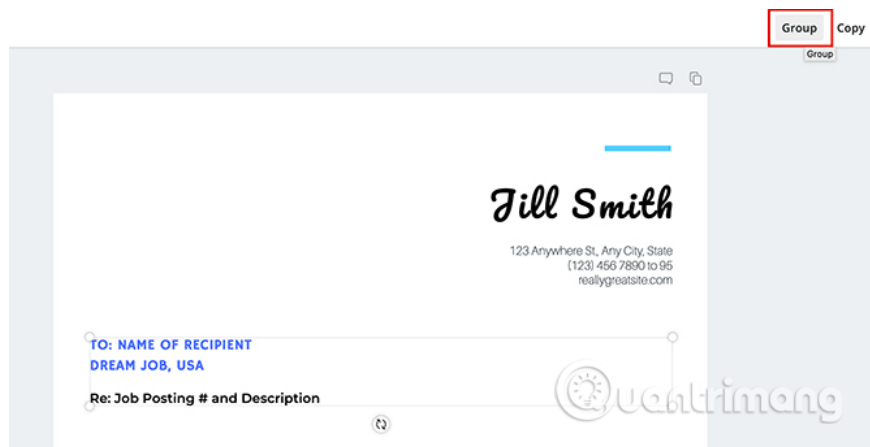


Step 9. Group of factors

Grouping text boxes on Cover Letter makes it easier to edit and move. To group these elements, click and drag over the individual items until the blue box appears.

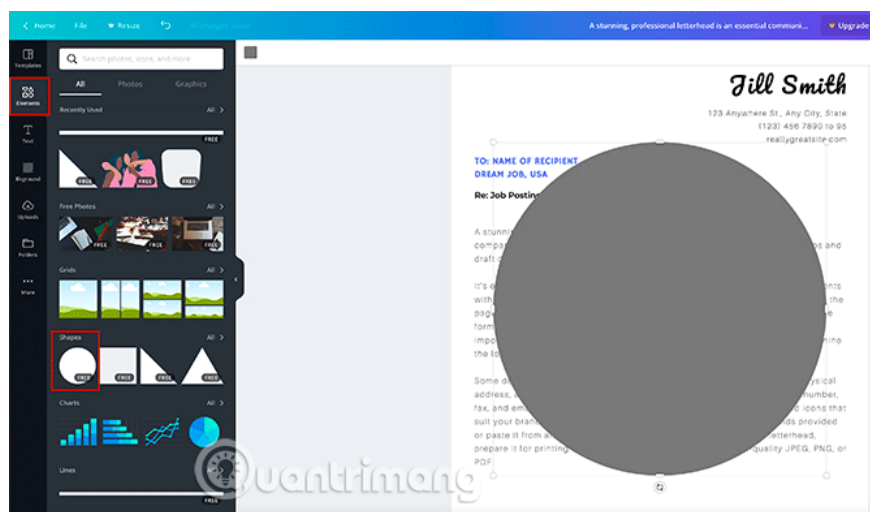


Next click on **Group** in the top right corner.

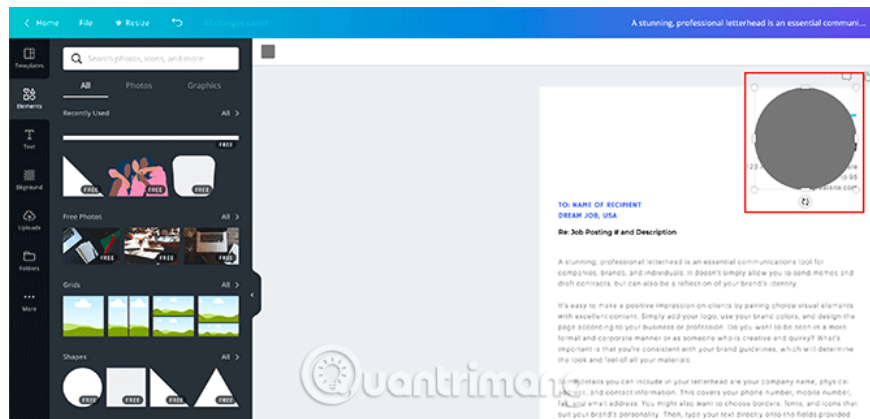


Step 10: Add shapes

To add a shape to Cover Letter follow these steps. In this example, we'll add a circle to the end of the line on the top of the page. Click Elements> Shapes> Circle.



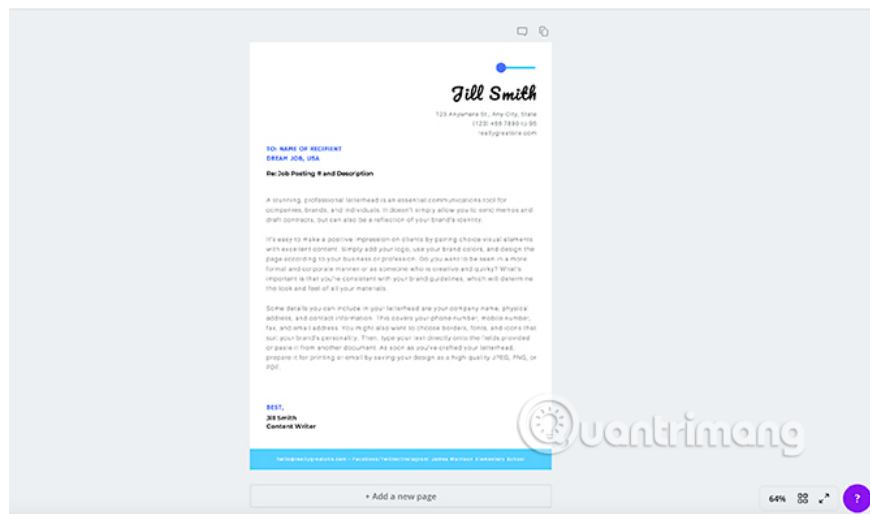
Click drag this circle to move to the desired position. Resize by clicking the corner of the circle around the circle.



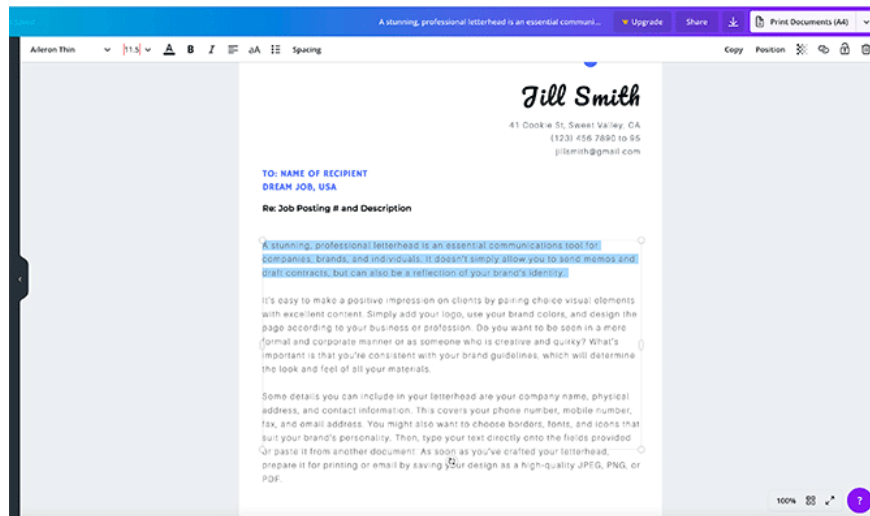
To change colors, click on the color palette in the top left corner of the screen.

Step 11: Change the text in the Cover Letter body

Basically, layouts and images on Cover Letter are finished, it's time to edit the main content of the cover letter.

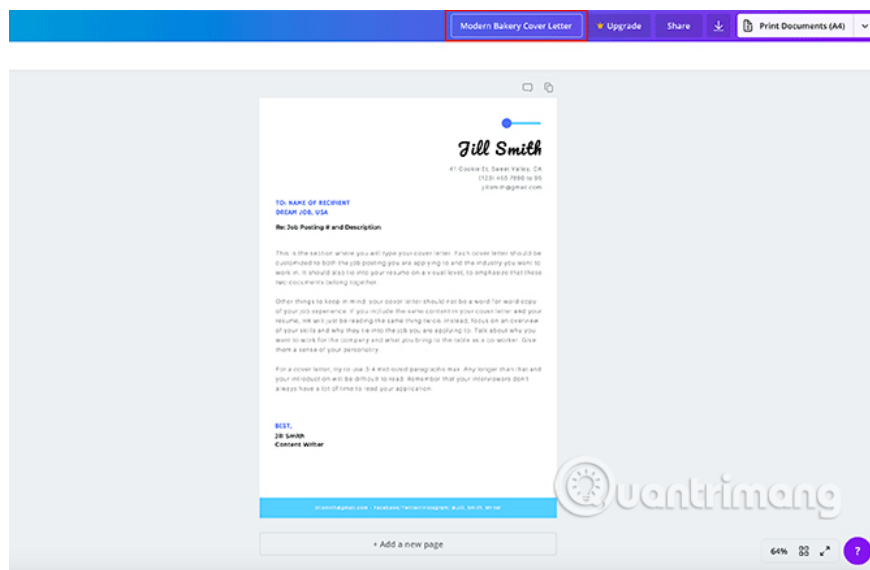


To write, just delete the text in the text box and write.



Step 12: Name Cover Letter

Now that your cover letter is complete, change the name of the template to something meaningful by clicking **Home > Your Designs** on Canva.



I wish you all success!

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