

Top 10 common errors in cover letters that need immediate correction

Here are 10 serious errors that potential candidates should avoid and a few guidelines for repair.

As a person with many years of experience in recruitment, I have received countless cover letters and different resumes. Some are very good, some are good, but while there are a lot of " *horrible things* ", they make me want to " *burn* " immediately rather than throwing trash in the show. their.

When applying for a job in a company, a cover letter is the first thing that " *hits the eye* " of the HR administration and recruitment department, so be careful. Here are **10 serious errors** that potential candidates should avoid and a few guidelines for repair.

1. Write down the company name



Surely you won't believe that many people misspelled the name of the company they are applying for? Don't think it's a minor mistake to ignore! If you can't take the time to spell the right company name or check your cover letter carefully, what will work really mean?

2. Do not specify the employer's name

Those who are responsible for hiring employees, obviously have a name and a position in the company. If they post recruitment information for the company, it is more likely to include a name and contact information. If not, this will be a perfect opportunity for you to get an opinion and they think you are really interested in the position in their company.

It is very rare that the recruitment information when there is no name attached to the email address, you quickly find the phone number of the company and then use the phone to try. If possible, ask to speak with HR, and if it is a small company, ask directly the receptionist to get information about the person who is recruiting and the exact name of the person. This is a personal affair but will prove you are willing to take the time to handle the work.

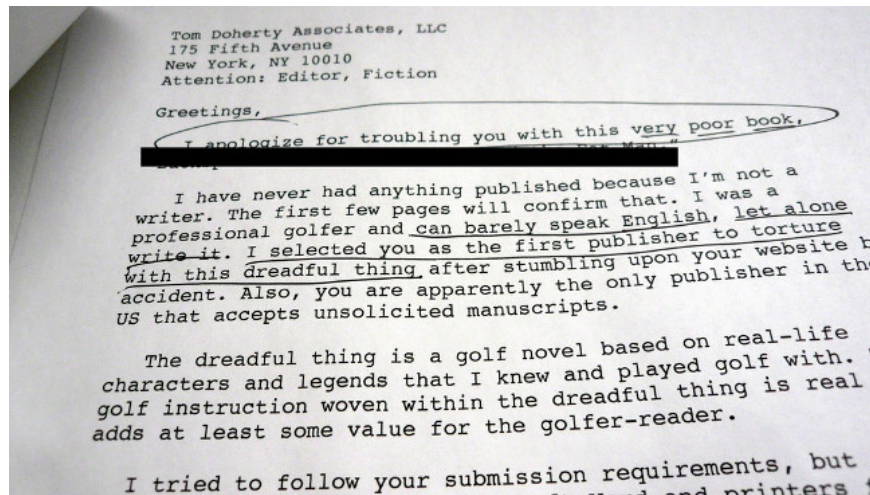
3. Too short or too long



The cover letter will help employers understand more about you through personal information, professional skills and personality. But remember **not to talk about personalities**, for example, about the 4th grade science award or lament the poverty and distress to be willing to work with anyone. Look at the letter as a summary of yourself, the values ??you can bring back to the company, so write it short enough to make a good impression. Because no one has time to read a long story that is not related to work.

Similarly, if you write a letter too short, you have to say goodbye to that position. Because if you simply write "*My name is . This is my cover letter* ", it's not good, it's not okay at all. So, **writing about 200 words is enough** .

4. Write misspelled words



As mentioned above, misspell the company name, just write the wrong name of the recruiter or position, your application will fly right into the trash. Also, **pay attention to your personal contact information**, think about it, if you misspell a letter in an email address or some of your contact phone number, no one can contact you., right?

5. Self-pride

Nobody likes a guy who has a "knowledgeable" disease and no one wants to be a colleague with a conceited person, always thinking that he is better than others. Being confident about your abilities is good, but it is not good to make yourself the best. Don't foolishly write " *I'm the best of the applicants here* " or " *The company won't find a superstar other than me* ".

6. Cliché



It is important to tailor your cover letter to **suit** each company you want to apply for. You can use a template and then edit this place carefully to create different letters, but make sure it matches the location you are applying for.

For example, you have an English certificate and you are recruiting many different jobs. If you want to become a foreign language teacher, you should add other languages ??you speak and places you have been to. If applying for a writing job, please list the newspaper, the news page you have ever done. Don't repeat the information in your resume, put in the bright spots to help you stand out from other candidates.

7. Use wrong fonts

This may sound trivial, but it is extremely important. If emailing a cover letter, use the "Sans Serif" font, black text for easy reading. Although you want to personalize your cover letter, this is not the time to use twisted fonts in blue or purple.

If you require pre-printed cover letters, you will be a little more free, especially when applying for creative positions such as graphic design, copywriting (copywriter), . because you have a chance. The association expresses its personality with the fonts you like so that employers can know what you can do. But you will not be able to come to the interview round with "Papyrus" or "Comis Sans" font.

8. Do not follow the instructions



A lot of positions have special instructions for candidates and if you don't follow them, your CV will "go back to dust" immediately. If the instructions tell you not to call, don't call. If the instructions require attaching a cover letter, resume and a link related to the job, be sure to follow it.

9. Send mail with a non-professional email address

Maybe in high school you would think a bold email address is impressive but when it comes to getting a job, that's not the case. It only takes a few minutes to create a **Gmail** account **containing their name and your** cover letter will impress instead of using the address: khianhyeu_trieutraitimtanvo@yahoo.com, chiyeuminhanh@gmail.com, .

10. Forgot to attach the CV

This is very common for anyone to send 50 messages a day. This is the basis for immediately eliminating poor candidates. So be polite and respect the employer, end the letter by thanking them for taking the time for you.

Wish you find a job as soon as possible!

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