



Q: Can I use the same letter for multiple job postings I am applying to?

A: Never – you need to personalize each letter and include at least one paragraph specifically stating your knowledge and research of the organization and how you can meet their needs.

Q: What's the most important thing to focus on in the body of the letter?

A: Share your passion and enthusiasm in a cover letter since it doesn't always come through on a résumé. Narrate a summary of your skills and experiences that match the job description