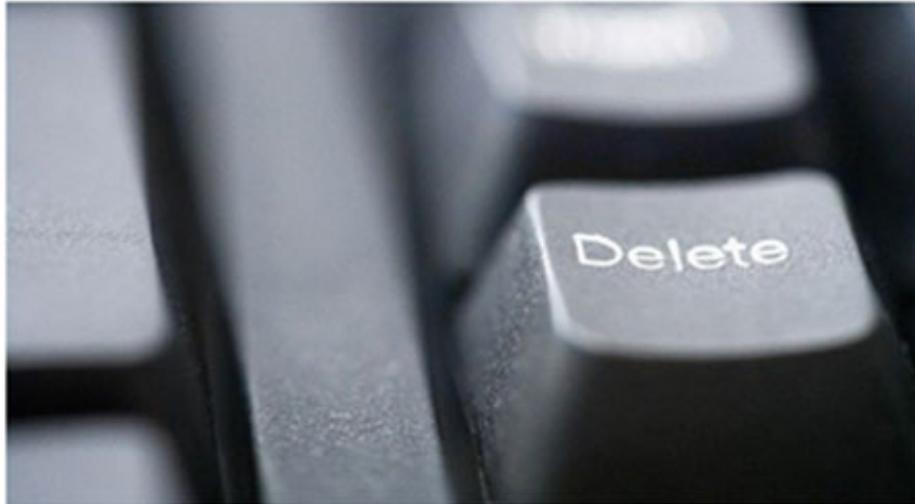


---

## Never Have These 6 Things in Your Cover Letter

**Summary:** Your cover letter needs to stand out in a good way. Avoid these six mistakes in your cover letter so it will help you get your foot in the door of any job.



You have to write the dreaded cover letter for all job applications if you want to be taken seriously. Unfortunately, cover letters can be difficult to write in such a way that they properly depict who you are and all that you have accomplished in your professional life.

These phrases should not be included in your cover letter if you want to appear like a qualified and strong candidate.

- See **How Your Cover Letter May Be Ruining Your Job Search** for more information.

1. “My skills and experiences are an excellent fit for the position.”

While you need to state what position you are applying for at the beginning of your cover letter, this needs to include a description of how your skills and experience are a good fit. Employers don’t want someone that will apply for just any job; they want someone that fits the position. The more specific you can be in your cover letter descriptions, the better. (See **Surprising Qualities That Will Help Get You Hired** for more information.)

2. “I have wanted an opportunity to work in this industry.”

Employers want a person that cares about the company, instead of just wanting to get into the industry that the company happens to be in. Customize statements like this directly to the company to show that you have done your homework on them.

3. “Thank you for taking the time to read my resume.”

□

---

End your cover letter with a request for an interview instead of a boring thank you. You want to make it clear that you at least want a call back. Also make sure to address the cover letter to a specific person so that you know who will be calling you.

4. “I am experienced and a goal-oriented team player.”

Hiring managers can spend all day reading cover letters and resumes, so you need yours to stand out with more eye-grabbing words than “team player.” You need to show your qualities instead of just saying what they are.

5. “I’m everything you are looking for and more.”

Job postings include keywords for a reason. Use these keywords so you are making a direct connection to the position and your qualifications.

6. “I look forward to you’re response.”

There is nothing worse than blatantly obvious spelling errors or grammar mistakes. Watch your verb tense, hyphen use, formatting, and careless spelling mistakes. Give your resume and cover letter to family and friends to proofread so that there are no mistakes on them before you send them in. Letting these mistakes slip through shows your lack attention to detail.

Photo: [social.hays.com](http://social.hays.com)