



Writing a CV and Tech Cover Letter for job application

Summarized from [glassdoor.com](https://www.glassdoor.com)

Writing a resume (CV)

- Include **contact information and objective statement** → full name, phone number, address, email, personal website, link to portfolios, social media networking
- List your **job experiences**
- Add your **education history** → undergraduate, graduate
- Describe **certifications**
- Add **relevant skills** → computer programming or coding, database management, languages
- Add **relevant hobbies or personal interests**

What is a *tech cover letter*?

- A **technical cover letter** is:
 - an introductory letter that you include with your resume when applying for a job with a technology company.
- Why is it important?
 - It create a favorable first impression of you as a suitable candidate.
 - It plays a decisive role in getting you selected for a job interview.
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How to write a Cover Letter? *(important points)*

- Brief and to the point
- Highlight your technical credentials, skills, work experience, and accomplishments

What to include in Cover Letter?

- Brief and well-structured content
- Explanation of how your experience will help you succeed in the role
- Reference to the job advertisement
- Any specifically required information
- Outline of the current situation
- Information about yourself and your interest in the job and company
- Your eligibility for the work position
- Reiteration of your interest
- Offer to get back to the recruiter by email or phone
- A polite thank you for reading the letter

How to write a Cover Letter? - *part 1*

- **What type of CL a company expects?**
 - print letter, digital letter, email letter ?
- **Review sample CL for technical jobs**
 - How is the format?
- **Create an email CL**
 - Customize it every time you send a job application!
 - Do not send the same CL for different job applications!
- **Who is the CL addressed to?**
 - name & title of the hiring manager

How to write a Cover Letter? - *part 2*

- **Research the tech company**
 - Include relevant information in the letter
 - Explain your interest in the position
- **Point out important notes and keywords/key phrases in the job advertisement**
 - Use them as references, pay attention to the job requirements
- **Provide accurate information** about:
 - your educational credentials, skills, training, work experience, and accomplishments
- **What value can you bring to the company?**
 - Your future plan/goal if you work in the company



What to include in a Tech Cover Letter?

- Your contact information
- An appropriate opening salutation
- Your interest in the job position
- Your technical credentials and skills
- Relevant technical keywords and key phrases
- A call to action at the ending
- An expression of appreciation for the hiring manager
- Your name or signature



Steps to write a Tech Cover Letter?

- Find out if the company requires a cover letter
- Customize the cover letter for the tech company
- Make your first sentence count
- Focus on providing value
- Avoid exaggeration
- Write concisely and with clarity
- Avoid repeating your resume content
- End the letter on a positive and confident note
- Proofread the cover letter



When to use a two-page cover letter?

- Job description criteria cannot be addressed in a single page.
- Employer prefers or is willing to accept a two-page cover letter.
- Two pages are essential to introduce your skills and achievements properly.
- You're using a two-column cover letter format.

Why you want to use a one-page cover letter?

- This is the **standard length**, so limit the length of your CL.
- **Industry norms** support a one-page document.
- Make sure you **can address the job description criteria** in one page.
- Make sure **your skills and achievements** can be introduced in one page.

Tips for saving space on a cover letter

- **Write an outline** → find a structure of your CL, list all points you need to cover
- **Write to make the most of your space** → use *least/minimum* words, phrases, and sentence structures that communicate your points
- **Edit your letter to save space** → avoid grammar mistakes, make it concise

Salutations in Cover Letter

Salutations are important on a CL → it is the first impression of HM

Usual salutation: “to whom it may concern”

- When to use 'To Whom It May Concern' ?
- When to avoid using 'To Whom It May Concern' ?
- Other salutations to use in a cover letter and why they're good



When to use 'To Whom It May Concern' ?

- Providing feedback to a company
- Sending a letter to prospective clients
- Introducing yourself to a new client
- Writing a letter of reference or recommendation
- Including a cover letter to an unidentifiable recipient



When to avoid using 'To Whom It May Concern' ?

- The hiring manager's contact information is listed in the job posting
- There is an 'About Us' page on the company website
- A specific recruiter is listed on a professional website
- There is insider information available to you
- The customer service department can provide information



Other salutations

- Dear [Mr./ Mrs./ Ms./ Miss/ Professor, Dr.]
[Last name]
- Dear [Full name]
- Dear [Job title]
- Greetings [Department] Head
- Hello Hiring Manager
- Dear [Team or Department]
- Eliminate the salutation



How To Choose the Best Cover Letter Font

- What are cover letter fonts?
- Why are cover letter fonts important?
- What are the best fonts for cover letters?
- Tips for choosing a cover letter font
- Choose a cover letter font
- Choose a cover letter font size



Explore more...

- How To Choose the Best Cover Letter Font?
 - <https://www.glassdoor.com/blog/guide/cover-letter-font/>