

10 Phrases That **DON'T** Belong in Your Cover Letter

1 ***"I meet the requirements of this position."***

Explain *why* you are an excellent candidate

2 ***"I'm hard-working and a great communicator."***

These clichés cause hiring managers' eyes to glaze over

3 ***"I'm a visionary leader."***

Show you're a visionary leader through your accomplishments, not by simply stating it

4 ***"You won't find a candidate better qualified than me."***

This comes across as cocky; a manager can spot a qualified candidate on their own

5 ***"Dear sir or madam,"***

Address your letter to a specific person

6 ***"I'll call you in a week to schedule an interview."***

This comes across as pushy, which is only good if you're applying for a sales job

7 ***"I'm willing to work for below the salary you're offering."***

Managers want to hire the best person for the job, not a weaker candidate who will work for less than the budgeted salary

8 ***"I've attached my college transcripts, a list of references, a 15 page writing sample, and my last performance review."***

Don't overwhelm employers with items they haven't asked for and might not want

9 ***"Please contact me if you'd like to see my resume."***

Your resume is the first thing an employer wants to see

10 ***"I really need a job. I'm desperate."***

Your letter needs to focus on why you'd excel at the job, not how badly you need it

Source: Green, Alison. "10 Phrases That Don't Belong in Your Cover Letter." *U.S. News & World Report*. 28 January, 2013. Web.

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