

## 5 Common Cover Letter Mistakes

### 1) REPEATS YOUR RESUME

**Sounds like:**

"I recently graduated from BU with a bachelor's degree in Mechanical Engineering."

**Instead Try:**

They already know this from your resume, get right to the point about why you're applying and why you're a good candidate.

### 2) GENERIC & VAGUE

**Sounds like:**

"My skills and experience make me a great fit for this role"

**Instead Try:**

"My experience analyzing large data sets, track record of working successfully with interdisciplinary teams, and MATLAB skills make me a great fit for this role."

### 3) FOCUSES ON WHAT A JOB DOES FOR YOU, NOT WHAT YOU CAN DO FOR THEM

**Sounds like:**

"This role is the perfect next step to build my skills for a successful manufacturing career"

**Instead Try:**

"My experience evaluating new biomaterial inks for 3D printing will allow me to successfully and efficiently create and test new biomaterials in this role."

### 4) TOO IN THE WEEDS WITH UNIMPORTANT DETAILS

**Sounds like:**

"I became particularly close with one of the lab mice, who I named Pierre. Each day Pierre would meet me at the Northeast corner of his cage for his dose of 1.82 mg/kg of antibiotic delivered through Pierre's favorite fruit: green grapes."

**Instead Try:**

"After dosing the lab mice daily over the course of 3 months and collecting the trial data, we found that uptake of the antibiotic increased 10 fold when delivered orally."

### 5) DOESN'T RESPOND TO THE JOB POSTING

**Sounds like:**

Talks about skills and experiences that aren't listed on the job posting or relevant to the role.

**Instead Try:**

Form your thesis based on the required and preferred skills named in the job description that you are most experienced with.

### ADDITIONAL RESOURCES

[Cover Letter Basics](#)