

## 5 Common Cover Letter Mistakes

	Instead of...	Try...
<b>Repeats Resume</b>	"I recently graduated from BU with a degree in Mechanical Engineering."	Get right to the point about how you're qualified for this position. They already know these details from your resume.
<b>Doesn't Respond to Job Posting</b>	Talking about skills and experiences that aren't listed on the job posting or relevant to the role.	Forming your thesis based on 2-3 key items from the job description that you are most experienced with.
<b>Too Focused on Personal Benefits</b>	"This role is the perfect next step to build my skills for a successful manufacturing career."	"My experience evaluating new biomaterial inks for 3D printing will allow me to successfully and efficiently create and test new biomaterials in this role."
<b>Pointless Details</b>	"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."	"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."
<b>Clearly Written by AI</b>	Using generative AI to write your cover letter.	Writing the letter in your own voice. Companies can easily tell when AI writes cover letters, but AI could be used to refine your letter or provide some inspiration.