How to get the most out of your Template for Cover Letters

You can quickly and easily change the design through fonts and colours by:

1. Selecting the "Design" tab in the Word menu

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FILE HOME INS	ERT DESIGN PAGE LAYOUT	REFERENCES	MAILINGS REV	/IEW VIEW
Cut i Copy Paste ✓ Format Painter	Calibri (Body) \checkmark 11 \checkmark A [*] A [*] Aa \checkmark B I <u>U</u> \checkmark abc \mathbf{x}_2 \mathbf{x}^2 \land $\overset{abc}{}$ \checkmark			
Clipboard 🕞	Font	Es l	Paragraph	E I
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2. Press the "Colours" button, in the Design menu

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3. Select a pre-set colour combination

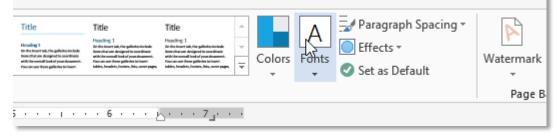
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		Docun	nent Formattii	ng							Office			
Aarhus C, January 26, 2020 Regarding the position as [name the position] – Att.: [Contact person]								Office Office 2007 - 2010 Grayscale Blue Warm Blue Blue II Blue Green Green						
	[Why Instruct	we are mo	eant to b east paragrap	e] about y h, you shoul	our motiv d get right to	ation for	this exact <i>E.g.:</i> In order	position to achieve	greater	_			Green Yellow Yellow Yellow Orange Orange Orange Red Red Orange Red Red Violet	

4. Or pick your own colours

	Office 2007 - 201
	Grayscale
[HEADLINE – WHAT YOU OFFER/CREATE INTEREST]	Blue Warm
<u> </u>	Blue
[Why we are meant to be] about your motivation for this exact position	Blue II
Instruction: In the first paragraph, you should get right to the point. E.g.: In order to achieve greater	Blue Green
impact with your social media, you need a digital strategy and a core story about [Company]. If you hire	Green
me as your marketing coordinator you will get an enthusiastic and experienced SoMe-geek who can	Green Yellow
solve this and many other tasks for you — and thereby help you [refer to a concrete company goal].	Yellow
	Yellow Orange
Instruction: Also, mention why you are motivated to work with this exact company, and not just any	Orange
company. E.g.: [Company's] product [or story] is super interesting, and through the research I have done	Orange Red
on your social media I already have some ideas to improve your online presence. I have a passion for	Red Orange
achieving goals through strategic communication/stories online – I really get a kick when I see the	Red
numbers rise and I can't help but work towards continuous improvement.	Red Violet
[How I will help you reach your goals] why/how you can make them "win"	Violet
	Violet II
Instruction: In the second paragraph you could give concrete examples about how you will help the	Median
company, what they will gain by choosing you, or serve them other arguments on a silver platter as to	Paper
how/why you have the competencies to solve their "problems" and reach their goals. You might use bullet points:	Marquee
 Bullets as well as subheadings (the light blue ones in this template) make your selling points easy to skim. 	<u>Cust</u> grize Colors

Remember, recruiters often have very few minutes to read your material.

5. Press the "Fonts" button in the Design menu.



6. Select a pre-set combination of fonts

Calibri Aa Calibri [HEADLINE - WHAT YOU OFFER/CREATE Arial Arial Aa INTEREST] Arial Corbel Corbel 6 [Why we are meant to be] about your motivation for this exact position Aa Corbel Instruction: In the first paragraph, you should get right to the point. E.g.: In order to achieve greater Candara Candara impact with your social media, you need a digital strategy and a core story about [Company]. If you hire me as your marketing coordinator you will get an enthusiastic and experienced SoMe-geek who can Aa Candara solve this and many other tasks for you – and thereby help you [refer to a concrete company goal]. Franklin Gothi Franklin Gothic M... Instruction: Also, mention why you are motivated to work with this exact company, and not just any Aa company. E.g.: [Company's] product [or story] is super interesting, and through the research I have done Franklin Gothic Book on your social media I already have some ideas to improve your online presence. I have a passion for Century Gothic achieving goals through strategic communication/stories online - I really get a kick when I see the Century Gothic Century Gothic Aa numbers rise and I can't help but work towards continuous improvement.

7. Adjust the size of the font to keep your headlines to one line.

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s Font is	Paragraph	6							Styles	
Decrease Font Siz	ze (Ctrl+<)		. 1	2	3		4	5	6	· · · <u>P</u> · · ·
Make your text a bi	it smaller.									
								Aarhus	C, January	26, 2020
		Regarding the	e position as [name the po	sition] – Att.:	[Contact per	son]			
		[HEAD	LINE -	- WHA	TYOU	JOFFE	R/CRE	ATE IN	ITERE	ST]
		[Why we								
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8. Do a print test to check and make sure that the body text is not too small – and that your Cover Letter will fit on one page including your name and contact information.

