

## **Pretentious phrases that won't get you far in your job search**

Pretentious language may be the norm for legal correspondence, but it does not impress the average employer – and even worse, it makes you sound pompous and stuffy. Avoid the following words and phrases in your cover letter:

- Thus, thereby, ascertain, per, and pursuant (in any sentence)
- Confirm receipt
- Put forth
- If you deem it appropriate
- Per our conversation
- My qualifications brief is attached so that you may ascertain the appropriateness of my credentials
- Pursuant to our discussion
- If you so choose to initiate a dialogue I will contact you shortly to confirm your receipt of this document
- I can assure you that I will put forth every effort to achieve a satisfactory outcome
- I would appreciate the opportunity to speak with you concerning the aforementioned position
- It is my intent that this letter serve merely to begin dialogue
- To ensure receipt of my correspondence
- Enclosed for your perusal

For the same reasons, your letter should carefully project the proper tone. For example, an aggressive writing style may be appropriate for a sales representative, but is likely to turn off the employer who wants to hire an accountant. The best results are obtained when the writing style is concise and unpretentious.