

Cover Letter Checklist

Content

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|---|--------------------------|
| Gather background information on the organization, and direct your letter to a specific person if possible. Use “Dear Hiring Committee” if you don’t have a contact name. | <input type="checkbox"/> |
| Introductory paragraph | <input type="checkbox"/> |
| State why you’re writing. Mention the job organization by name. Identify what interests you and highlight how you can add value. | <input type="checkbox"/> |
| Education paragraph, expand program specific skills | <input type="checkbox"/> |
| Experience paragraph, specific skills with proof statements | <input type="checkbox"/> |
| Thank you, closure paragraph | <input type="checkbox"/> |
| Marketability towards posting | <input type="checkbox"/> |
| Does the body of your cover letter express how you would benefit the employer if you were hired? | <input type="checkbox"/> |
| Have you told the employer what you can do for the company rather than what the company can do for you? | <input type="checkbox"/> |
| Do you avoid starting every sentence with “I” or “my” so you can focus more on the employer’s requirements and not your own? | <input type="checkbox"/> |
| Have you avoided phrases such as “I feel” and “I believe” which tend to weaken and dilute the statements you make about yourself? | <input type="checkbox"/> |
| Do you include examples of your accomplishments? | <input type="checkbox"/> |
| Tailor your cover letter to the job posting. Address the responsibilities of the position as well as the necessary skills. | <input type="checkbox"/> |
| Be concise. Avoid summarizing your resume or using extraneous wording like “as my resume shows.” Use fewer words and make each statement count. | <input type="checkbox"/> |
| Is the content engaging and relevant to hiring manager’s needs? | <input type="checkbox"/> |
| Is the content unique? Did you avoid copying text from your resume verbatim? | <input type="checkbox"/> |
| Does the writing style and design coordinate with the resume, such as by using the same font and layout style? | <input type="checkbox"/> |
| Did you provide an easy way for employers to contact you, such as direct phone line and email address? | <input type="checkbox"/> |
| Does your cover letter end with a call to action, confidently requesting an interview? | <input type="checkbox"/> |
| Thank the organization for considering your application and express your interest in hearing next steps. | |
| Did you remember to sign your letter if you’re mailing a hard copy? | |
| Did you proofread your cover letter to endure that it is free of spelling, grammar, syntax and formatting errors? | |

Format

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|---|--------------------------|
| Your address, date, and company address, salutation, intro paragraph, education and experience paragraph, closing paragraph, complimentary close, and your name | <input type="checkbox"/> |
| Font is no more than 10pt or exceeding 12pts | <input type="checkbox"/> |
| Line spacing is not below single spaced or exceeding 1.5 | <input type="checkbox"/> |
| Letter total length does not exceed one page | <input type="checkbox"/> |
| Margins and borders are standardized, matching those of attached resume | <input type="checkbox"/> |
| No colours, word art, pictures or symbols | <input type="checkbox"/> |