



Cover Letter Checklist

Updated July 2023

Overall Format and Appearance

- ☐ Style suits occupation/company target and font match the resume
- ☐ Error free in grammar, capitalization and punctuation
- ☐ 1-inch margins
- ☐ Maximum length 1 page
- ☐ Use business letter format (see p. 59 of Advanced Techniques for Work Search). Typically, block format with all lines from date to end aligned on the left margin
- ☐ Single spaced text
- ☐ 1 to 3 blank lines above and below the date (equal number above and below) to give balance to the letter. The bottom of the letter should be close to 1 inch from the bottom of the page.
- ☐ 1 blank line between all other sections and paragraphs
- ☐ **Header/Contact Information/Date** - matches resume, date example: January 15, 2023
- ☐ **Company contact and address**
 - Follow instructions on job posting or company website regarding where/how/to whom
 - Can contact the HR department to inquire if the information is not available elsewhere
 - Look up the mailing address of the company even if you are sending by e-mail (demonstrates professionalism and effort to tailor to the company)
- ☐ **Salutation**
 - If you know the name but not the gender: Dear Pat Smith
 - If you are unable to find name: To the Hiring Committee (large company) or Dear Hiring Manager (small company). Do not use: To Whom It May Concern
- ☐ **Re:** Job title and competition file number (exactly as on job posting)
- ☐ **Opening Paragraph**
 - Refer to how you found out about the posting and especially mention if you have been referred by an employee or met a representative at a Career Fair
 - Show enthusiasm and state what attracts you to or impresses you about this company
- ☐ **Middle Paragraph(s)**
 - Tell your story of how your background and personality are a good fit for the job using keywords and priorities from the posting
 - Use accomplishment detail to back up (but avoid repeating what you say on the resume)
 - Avoid the repetition of starting all/most sentences with I...I...I....
- ☐ **Last Paragraph**
 - Confirm your interest in the job and to discuss further in an interview
 - Include best way to contact
- ☐ **Closing**
 - Sincerely, Respectfully or other professional closing
 - 1 blank line if upload or email; 3 blank lines if signing original for personal delivery, then typed name

Jane Sample

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October 14, 2022

Human Resources
Full House Renovations Inc.
15120 117 Avenue NW
Edmonton, AB T5M 3Z8

Dear Hiring Manager,

Re: Apprentice Cabinetmaker, Competition # 35648

Thank you for coming to the Millwork and Carpentry Industry Day at NAIT yesterday. Your interest in developing the next generation of cabinetmakers is impressive. After talking to your representative, Samantha Diaz, about your custom millwork shop and broad range of renovation projects, I am very interested in the Apprentice Cabinetmaker opportunity posted on your website.

Full House Renovations has a very positive reputation in Edmonton and, indeed, this has been "a business built on referrals." I believe that my customer service experience and ability to keep a positive attitude and focus on quality while facing deadlines and challenges will help me contribute from day one.

During the program at NAIT, I was complimented by my instructor for my attention to detail in measuring that saved time and materials. My perfect attendance record in the program and reliable vehicle will show you that I am dependable to get to job sites on time and get the job done.

I will be available for work at the beginning of April. I look forward to meeting you to discuss this further. You can reach me at (780) 756-0156.

Sincerely,

Jane Sample