

Cover Letter Checklist

- Include your contact information
- Include the company's name and address
- Include the date
- Use an appropriate greeting
- Address your cover letter to a named individual
- Mention the position you are applying for
- State where you saw the job posting (or how you heard about the company)
- Express interest in the company and position
- Explain why you would be a valuable addition to the company
- Ensure each paragraph has a strong opening sentence
- Group your points by theme (follow the structure on the website)
- Repeat key phrases and skills from the job posting or from what you know about the position
- Highlight your strongest qualifications
- Talk about your skills in the context of the position
- Include only information that is relevant to the job
- Use examples to illustrate your points
- Demonstrate that you have researched the company
- Encourage the hiring manager to contact you for an interview
- Project confidence and enthusiasm
- Use simple business language
- Use action verbs
- Keep your cover letter to one page in length
- Format your cover letter as a standard business letter (use format from website)
- Vary your sentence structure (e.g. don't use too many "I" statements)
- Include only true information about yourself
- Proofread carefully for spelling mistakes