



Cover Letter Checklist

Header:

- Use the same as in your resume. (name, address, email, phone number) Use a template for continuity (WORD, Google)
- Address of employer on the left
- Name of person responsible for hiring or if no name is included, “ To whom it may concern,”

Opening Paragraph: background and purpose

- Express your desire for a specific position and your excitement about the opportunity there.
- Mention personal contact in the company or someone who recommended the company
- Highlight what aligns you with their purpose or vision

Body Paragraph(s): aligning your skill/ aptitude with the organization

- Refer to their mission statement, recent initiatives and/or awards to show that you have a clear understanding about the company and its values and purpose.
- Compliment the company (read the website identifying awards, culture, work community involvement, recent acquisitions)
- Focus on what you can contribute to their company
- Keep paragraphs short and focused.

Closing Paragraph: appreciation and next steps

- Be specific about how you will follow up to pursue an interview
- Thank the recipient for their attention and consideration
- Conclude with a generic sign off (Sincerely) and your full name and professional signature

Overall Notes

- **NO** spelling or grammatical errors. Have it read by two other people. **(This is a must!)**
- Use your own voice to make it authentic. Avoid using wording from a template on the internet
- Avoid extensive use of “I”. Rather celebrate the company, showing that you understand and think highly of them. Then by aligning skills, values and experiences illustrate how you would add value.
- Put yourself in the HR manager’s shoes. They have a need and they want to know if you can fill it.