



Cover Letter Checklist

HEADING

- The header is the same as your resume
- Address of employer is included
- Name of person responsible for hiring is used

OPENING PARAGRAPH: BACKGROUND AND PURPOSE

- Mention a personal contact at the company OR express excitement about the opportunity
- Identify how you heard about the position
- Highlight what helps you stand out as a top candidate
- Clearly identify the position you are applying for

BODY PARAGRAPH(S): DETAILS

- Show that you have a clear understanding of what the organization does
- Compliment the company (ex. awards, culture, work, community involvement)
- Focus on how you can contribute to their company
- To capture the reader, break up the text into short paragraphs

CLOSING PARAGRAPH: OPERATIONS AND GOOD WILL

- 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 (we recommend "Sincerely") and your full name and professional signature

OVERALL NOTES

- No spelling/grammar errors; proofread by at least two others
- Use your own voice to create an authentic tone
- Use an active voice, identifying who does what and how
- Convey optimistic confidence, but do it honestly
- Emphasize how do you add value to the organization
- Put yourself in the HR manager's shoes. They have a need and they want to know if you can fill that need