Cover Letter Checklist

General

☐ Your name and complete address is at the top of the letter.
☐ The name and title of the person who’s hiring, and the name and address of the organization is included.
☐ The date is included between your address and the address of the organization.
☐ The salutation is to the person which the letter is addressed with the correct title (Dr. Mr. Mrs. Miss Ms.).
☐ Your letter contains clear concise sentences, action verbs, and simple, direct, and positive language.
☐ Your letter contains no grammatical, spelling, punctuation, or typing errors.
☐ Your letter is no longer than one page.
☐ Your letter is left-justified and the paragraphs are not indented, a space is left between them.
☐ You signed the letter and your name is typed underneath.
☐ "Enclosure" is typed below your signed and typed name to indicate that a resume is being enclosed.

Opening Paragraph

☐ You stated the position or type(s) of positions you are seeking.
☐ You stated how you became aware of the position and/or organization.

Middle Paragraph (S)

☐ You demonstrated the relevance of at least one of the following to the job: education, experiences (work, volunteer, other), skills, abilities, interests and values.
☐ You provided examples to support your skills.
☐ You included information about relevant accomplishments and achievements.
☐ You demonstrated knowledge of the organization and/or position.
☐ You addressed any information requested by the employer that does not fit your resume (i.e. salary expectations, willingness to travel, etc.)

Closing Paragraph

☐ You indicated a desire to meet with the employer.
☐ You provided a professional sounding email and/or a number at which messages can be left.
☐ You thanked the employer for their time and attention to your application.
Outline of a Cover Letter

Your name
Address
City, Province, Postal Code

Date

Name of person and title
Name of organization
Address
City, Province, Postal Code

Dear Mr./Ms./Dr. Name of Person:

Opening paragraph
• State the position for which you are applying and how you became aware of it

Middle paragraphs
• Show the relevance of two or three of the following to the job and/or organization:
  ▪ Your education
  ▪ Your experiences (work, volunteer, other)
  ▪ Your skills and abilities
  ▪ Your interests
  ▪ Your values

Closing paragraph
• Indicate your desire to meet with the employer
• State how and when you may be contacted

Sincerely,

_______________________
Your name (typed underneath your signature)