



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)