Cover Letter Checklist

Use this checklist as a guide to ensure your cover letter includes all the essential elements and is tailored effectively for your job application.

Contact Information

Full Name
Professional Email Address
Phone Number
LinkedIn Profile (if applicable)

Header

Date of writing
Employer's contact information
    (name, title, company, company address)

Salutation

Address the letter to a specific person if possible
    (e.g., "Dear Mr./Ms. [Last Name]")
If the specific contact is unknown, use a general but professional salutation
    (e.g., "Dear Hiring Manager")

Opening Paragraph

Clearly state the position you are applying for
Mention how you heard about the job opening
Include a hook or a unique reason that attracted you to the company or role

Middle Paragraph(s)

Highlight relevant experiences and skills that align with the job description
Provide specific examples or short stories showcasing your achievements and how they relate to the role
Demonstrate your knowledge of the company and its industry, and why you are a good fit

Closing Paragraph

Restate your enthusiasm for the role
Include a call to action, such as requesting an interview or a meeting
Thank the reader for their time and consideration

Professional Closing

Use a professional closing statement
    (e.g., "Sincerely," "Best regards," "Thank you for your consideration")
Your typed name
Signature
    (if submitting a hard copy or a PDF)

Overall Presentation and Style

Limit the cover letter to one page
Match the font style and size to your resume for consistency
Ensure margins and spacing make the letter easy to read
Use professional language and a confident tone

Final Checks

Proofread for spelling, grammar, and punctuation errors
Verify that all names and titles are correct and accurately spelled
Ensure that the cover letter addresses the specific company and role
Check that the letter complements your resume without repeating it verbatim

This checklist is designed to help you create a well-structured, compelling cover letter. Each element plays a crucial role in presenting you as a strong candidate. Be sure to tailor each cover letter to the job and company to which you are applying, reflecting your unique fit for the position.