Cover Letter Checklist

Customization:

- ✓ Tailor the cover letter for each job application.

Header:

- ✓ Your full name
- ✓ Contact information (phone number and profession email address)
- ✓ LinkedIn Profile or personal website (optional)
- ✓ Date
- ✓ Employer's contact information

Salutation:

- ✓ Address the hiring manager by name if possible

Introduction:

- ✓ State the position, how you found it, and introduce a key qualification

Body:

- ✓ Explain your interest in the role and company
- ✓ Highlight relevant skills and experiences (from jobs, internships, course work and clubs)
- ✓ Align your values with the company's values
- ✓ Include keywords from the job posting
- ✓ Highlight accomplishments with quantifiable results
- ✓ Use clear, concise language with a professional yet friendly tone

Conclusion:

- ✓ Reiterate enthusiasm, thank the reader, and express interest in an interview

Signature:

- ✓ Use a professional closing and include your full name

Proofread:

- ✓ Check for any typos or grammatical errors
- ✓ Have it reviewed by a friend, family member, or career advisor

By following this guide and checklist, you can create a compelling cover letter that complements your resume and enhances your job application.