

Cover Letter Checklist

A cover letter is an introductory document sent with your resume explaining your relevant background and motivating a potential employer to review your resume invite you for an interview. It is NOT a repeat of your resume, although, it could draw on select accomplishments or key words from your resume. Use the job posting and your resume to help target your cover letter.

Contact Information

- ☐ I have included my first name, last name, address, city, province, postal code, telephone number or cell phone number. (No parentheses around the area code. Ex - 204 or 431)
- ☐ I have included my email address, LinkedIn address and Portfolio link (No hyperlinks)

Addressing the Cover Letter

- ☐ I have included the date that I wrote the letter
- ☐ I have included the organizations contact information – company and address
- ☐ I have addressed the cover letter “Dear” and the contact person’s name or position title. Example: Dear Jane Doe, or Dear Human Resources Manager
- ☐ I have included the purpose of the cover letter Example: Re: Mechanical Engineer job opportunity

Opening Paragraph: Introduces yourself and reason for applying

- ☐ I have indicated the position I am applying for and the job reference number
- ☐ I have explained why I am interested in the position and the company
- ☐ I have explained how I heard about the position

Middle Paragraph: Highlights qualifications, skills and attributes

- ☐ I have used the vocabulary and language from the job posting such as keywords and phrases
- ☐ My cover letter addresses 80% of the job requirements
- ☐ I have explained how my experience and skills qualifies me for the position
- ☐ I have mentioned my relevant education, certifications and trainings
- ☐ I have included my accomplishments; quantifying information where I can

Closing Paragraph: Closes the letter

- ☐ I have explained how the company would benefit from hiring me
- ☐ I have written interesting facts/news about the company
- ☐ I have thanked the employer for their time and attention
- ☐ I have showed interest in meeting the employer in an interview
- ☐ I have included my contact information – phone number and email address
- ☐ I have used an appropriate closing such as: Best regards, Sincerely, Respectfully
- ☐ I have included my signature - first and last name

Overall Formatting

- ☐ I have used standard paper size (8 ½ x 11) white (or off white) high quality paper
- ☐ I have ensured that there is an appropriate amount of white space/ consistent spacing to ensure my subheadings aren't crowded
- ☐ I have implemented the standard 1-inch margins
- ☐ I have a professional email address
- ☐ I have proofread my cover letter to ensure correct spelling, grammar, and punctuation

Additional

- ☐ My cover letter is saved using an appropriate file name. Example: Jane Doe Cover Letter

