

Cover Letter Checklist

GENERAL GUIDELINES FOR COVER LETTERS



TOP OF PAGE:

Include your contact information at top of the page (match the style/format to resume)



DATE:

Should be after your contact info and before the address of company



ADDRESS:

To decision maker (*i.e. Dina Nez, Director*) or Human Resources, company name and address



SALUTATION:

Of Dear (Recipient's First and Last Name) If a contact name is unavailable, we suggest the following: Dear Hiring Manager/ Dear Hiring Committee (Do not use: Dear Sir/Madam or To whom it may concern)



OPENING PARAGRAPH:

A good place to demonstrate knowledge of the company is in the opening paragraph. Include the position, the name of the company, highlight "why" you want to work at that organization; key strengths/skills/knowledge that you would bring to the position.



BODY OF LETTER:

State what you have to offer the employer in terms of qualifications, education, certifications, experience, skills, and abilities; highlight your accomplishments rather than job duties and responsibilities



CLOSING OF LETTER:

Initiate follow-up, e.g. "*I would welcome the opportunity to meet with you...*" and include a thank you reader



CONDUCT RESEARCH:

Demonstrate knowledge of the company or industry and the value you bring

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IDENTIFY AND TARGET QUALIFICATIONS:

Meet employer's needs (relevant skills and experience) based on job posting or research you conduct and highlight only relevant information from your resume



EMPHASIZE RESULTS:

By using numbers, percentages, dollars, etc. to quantify and focus on employer's needs; see Accomplishment Statements tip sheet



READABILITY:

Avoid the use of too much technical information, jargon, acronyms or abbreviations



FLOW OF CONTENT:

Avoid beginning every sentence with "I" e.g. "I graduated from George Brown College in 2019" could be written as: "Having graduated from George Brown College in 2019..."



WHITE SPACE:

Use single spacing within paragraphs and double space between paragraphs and make sure margins are not too narrow



FONT:

Use standard fonts like Arial, Calibri or Times New Roman. If you must use a less common font, save the document as a PDF. The minimum font size should be 10 point.



LENGTH:

Cover letter is never more than one page



100% ERROR-FREE:

(Make an appointment with Career Services to review and proofread your letter)