Read over the following sections of the cover letter checklist with your cover letter beside you. Indicate with a check mark (✓) the areas you have completed.

<table>
<thead>
<tr>
<th>✓</th>
<th><strong>TAILORING</strong></th>
</tr>
</thead>
</table>
| | Have you included keywords from the position description?  
  ➢ *Hint:* Keywords can include transferrable skills, technical skills, position responsibilities, field-specific words, etc. |
| | Does your cover letter complement your resumé and not repeat it?  
  ➢ *Hint:* Expand on a few selected points from your resumé to back up your claims with proof and to showcase your personality. |
| | Did you follow the application instructions outlined in the position description?  
  ➢ *Hint:* Address any requirements and/or specific questions mentioned in the position description. |
| | Did you demonstrate your “fit” for the role by highlighting selected experiences and relevant skills? |

<table>
<thead>
<tr>
<th>✓</th>
<th><strong>FORMATTING</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Did you utilize the same header on your cover letter and resumé?</td>
</tr>
</tbody>
</table>
| | Did you include your contact information, the date, the organization’s contact information, a subject line, and a personalized salutation?  
  ➢ *Hint:* If you are unsure about the person of contact, a general salutation can be used such as: “Dear Human Resources”, “Dear Hiring Committee” or the organization’s name. |
| | Are all fonts easy to read, professional in appearance, and consistent with your resumé?  
  ➢ *Hint:* Font, font size, bold, italics, underline, line spacing, margins, etc. |
| | Is your cover letter in standard business letter format with 3-4 paragraphs?  
  ➢ *Hint:* Print out the cover letter for a final edit. |
| | Is there enough white space without your cover letter looking too sparse? |
| | Is your cover letter within 1 page in length? |
| | Did you use present tense for current experiences and past tense for past experiences? |
| | Did you check for grammar and spelling errors? |
**INTRODUCTION**

Did you customize the introduction to target a specific organization and position?

- **Hint:** You can include:
  - The name of the organization.
  - The position of interest.
  - Where you heard about the position and organization.

Have you clearly stated why you are interested in the position and the organization?

Have you included personal value(s) and how they connect to those of the organization?

- **Hint:** Researching the organization’s mission, vision, and values can be a great starting point.

**BODY**

Did you pick 2-4 key skills or qualifications to elaborate on in your cover letter that are relevant to the position of interest?

- **Hint:** Provide 1-2 concrete examples to prove that you have the skills you claim.

Did you share the experiences that demonstrate the skills previously mentioned using the STAR method?

<table>
<thead>
<tr>
<th>Letter</th>
<th>Category</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Situation</td>
<td>What were the circumstances/context?</td>
</tr>
<tr>
<td>T</td>
<td>Task</td>
<td>What was your role or task to accomplish?</td>
</tr>
<tr>
<td>A</td>
<td>Action(s)</td>
<td>What specifically did you do or say in order to resolve or respond to the situation/task?</td>
</tr>
<tr>
<td>R</td>
<td>Result(s)</td>
<td>What happened as a result of what you did?</td>
</tr>
</tbody>
</table>

Did you include your most applicable and recent experiences?

- **Hint:**
  - Compare your experiences to the position description and tailor them to the organization’s requirements.
  - If relevant, briefly describe any extraordinary circumstances mentioned in your resumé.

If appropriate, have you included testimonials or comments from your supervisors, customers, or professors to endorse your STAR story?

**CLOSING**

Did you reiterate your interest and ‘fit’ for the position?

- **Hint:** Keep sentences concise by avoiding statements such as ‘I think’, ‘I feel’, etc.

Did you thank the reader for their time?

Did you include your availability at their convenience, contact information, and any follow-up procedures?

Did you include a closing?

- **E.g.** Sincerely, Regards, Applicants Full Name, etc.