

Cover Letter Checklist

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.

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

✓	FORMATTING
	<p>Did you utilize the same header on your cover letter and resumé?</p>
	<p>Did you include your contact information, the date, the organization’s contact information, a subject line, and a personalized salutation?</p> <p>➤ <i>Hint:</i> 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.</p>
	<p>Are all fonts easy to read, professional in appearance, and consistent with your resumé?</p>
	<p>Is the formatting consistent throughout your cover letter?</p> <p>➤ <i>Hint:</i> Font, font size, bold, italics, underline, line spacing, margins, etc.</p>
	<p>Is your cover letter in standard business letter format with 3-4 paragraphs?</p>
	<p>Is there enough white space without your cover letter looking too sparse?</p> <p>➤ <i>Hint:</i> Print out the cover letter for a final edit.</p>
	<p>Is your cover letter within 1 page in length?</p>
	<p>Did you use present tense for current experiences and past tense for past experiences?</p>
	<p>Did you check for grammar and spelling errors?</p>

✓	INTRODUCTION
	<p>Did you customize the introduction to target a specific organization and position?</p> <p>➤ Hint: You can include:</p> <ul style="list-style-type: none"> • 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?
	<p>Have you included personal value(s) and how they connect to those of the organization?</p> <p>➤ Hint: Researching the organization's mission, vision, and values can be a great starting point.</p>

✓	BODY															
	<p>Did you pick 2-4 key skills or qualifications to elaborate on in your cover letter that are relevant to the position of interest?</p> <p>➤ <i>Hint:</i> Provide 1-2 concrete examples to prove that you have the skills you claim.</p>															
	<p>Did you share the experiences that demonstrate the skills previously mentioned using the STAR method?</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Letter</th> <th style="text-align: center;">Category</th> <th style="text-align: center;">Explanation</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">S</td> <td>Situation</td> <td>What were the circumstances/context?</td> </tr> <tr> <td style="text-align: center;">T</td> <td>Task</td> <td>What was your role or task to accomplish?</td> </tr> <tr> <td style="text-align: center;">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 style="text-align: center;">R</td> <td>Result(s)</td> <td>What happened as a result of what you did?</td> </tr> </tbody> </table>	Letter	Category	Explanation	S	Situation	What were the circumstances/context?	T	Task	What was your role or task to accomplish?	A	Action(s)	What specifically did you do or say in order to resolve or respond to the situation/task?	R	Result(s)	What happened as a result of what you did?
Letter	Category	Explanation														
S	Situation	What were the circumstances/context?														
T	Task	What was your role or task to accomplish?														
A	Action(s)	What specifically did you do or say in order to resolve or respond to the situation/task?														
R	Result(s)	What happened as a result of what you did?														
	<p>Did you include your most applicable and recent experiences?</p> <p>➤ <i>Hint:</i></p> <ul style="list-style-type: none"> • 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
	<p>Did you reiterate your interest and 'fit' for the position?</p> <p>➤ Hint: Keep sentences concise by avoiding statements such as 'I think', 'I feel', etc.</p>
	Did you thank the reader for their time?
	Did you included your availability at their convenience, contact information, and any follow-up procedures?
	<p>Did you include a closing?</p> <p>➤ E.g. Sincerely, Regards, Applicants Full Name, etc.</p>