Cover Letter Checklist

Use this guide to help you format your cover letter and include key elements. Elements may different by employer, industry, and location.

A cover letter is a formal letter included in most job applications, unless otherwise specified. Cover letters should be targeted to the specific position you are applying for, and provide an opportunity for you to explain why you will be a good fit for the position.

General
- ❑ Include your name and location (City, Province abbrv., Postal Code) at the top of the letter.
- ❑ Below your name, list the date, followed by the name of the hiring manager (if available), name and the address of the organization.
- ❑ Addressing your letter:
    - No name: Dear Hiring Manager (no name and no gender).
    - Name is available: Dear 'Full Name' (avoid using titles)
- ❑ Your letter contains clear concise sentences, action verbs, and simple, direct, and positive language.
- ❑ Your letter contains no grammatical, spelling, punctuation, or typing errors.
- ❑ Your letter is no longer than one page.
- ❑ Your letter is left-justified and the paragraphs are not indented, a space is left between them.
- ❑ You signed the letter and your name is typed underneath. NOTE: not required on electronic submissions.

Opening Paragraph
- ❑ State the position or type(s) of positions you are seeking.
- ❑ State how you became aware of the position and/or organization.
- ❑ Outline how your qualifications connect you to the position (eg. years of experience/academic background)
- ❑ Optional: Express interest in the position or the organization (can also be presented at the start of the closing paragraph.)

Middle Paragraph(s)
- ❑ Include two to three body paragraphs that provide examples of how you will benefit the organization and how your experience aligns with the position's requirements. For each paragraph, choose one requirement listed in the posting and use specific examples from your school and work experience to demonstrate how you possess these skills.
    - Demonstrate the relevance of at least one of the following to the job: education, experiences (work, volunteer, other), skills, abilities, interests and values.
    - Provide at least one example to support your skills.
    - Include information about relevant accomplishments and achievements.
    - Showcase relevant skills and experiences to the organization/job posting.
    - Address any information requested by the employer that does not fit your resume (i.e. salary expectations, willingness to travel, valid driver's license, etc. if required in the job posting).

Closing Paragraph
- ❑ Indicate a desire to meet with the employer.
- ❑ Provide a professional sounding email and/or a number at which messages can be left.
- ❑ Thank the employer for their time and attention to your application.

Outline of a Cover Letter

Name
City, Province, Postal Code

Date

Full Name, position title (director, manager, etc. - if known)
Name of organization
Address

Dear Hiring Manager / Committee / Full Name

Opening paragraph
- State the position for which you are applying and how you became aware of it (Include Job ID# if provided)
- Present yourself from a professional perspective in relation to the job posting
- Show interest in the position or the organization (optional, can also be presented at the start of the closing paragraph)

Middle Paragraphs
- Show the relevance of your experience and skills through two or three of the following in relation to the job and/or organization:
    o Your education
    o Your experiences (work, volunteer, other)
    o Your skills and abilities
    o Your interests
    o Your values (and how they align with the company)

Closing paragraph
- Indicate your desire to meet with the employer
- State how you may be contacted

Sincerely,
Your full name