

Cover Letter Checklist

Tips

- Research the company (LinkedIn, Company Website, and Google) and connect how their mission/goals or objectives aligns with your own approach or professional interests.
- The document is short and succinct, only conveying one or two concepts that is either unique and or most relevant to why you are interested in their organization.
- Does not repeat the exact same information provided on the resume.
- Avoid sentences that indicate how you would benefit, learn, grow, or use the position as a stepping-stone or temporary position for your other future goals or achievements.
- Focus on how your experience, skill, or interest in the organization will benefit the employer if you are selected.
- Highlight any skills, experience or talent you have, that uniquely enhances you as a standout candidate (What you have that others might not).
- Avoid trying to explain why you do not have a specific skill, instead identify skills you do have that is very similar.
- Minimize "I" statements, repetition of action verbs and excessive redundancy.
- Explain which part of your educational experience is relevant to the position, rather than simply stating what major/degree you are completing.

Cover Letter Format

- Cover Letter has a heading (top contact information) that is identical to the resume
- Includes:
 - Contact name and title
 - Name of company/organization
 - Full mailing address of company/organization
- Document is free from typos and uses proper grammar, punctuation and spelling.
- The document includes three paragraphs and should be approximately 3/4 page in length and no more than one page.

Introduction paragraph

- 3-4 sentences indicating the exact position interested, and any particular information that you uniquely provide to the position (personal brand).
- If a friend, family, or networking contact referred you, mention the person in the first few sentences.
- If applicable, provide a reason why your contact believes you would be a good fit for the organization.

Main Body

- Select information you researched regarding the company's goals, accomplishments and opportunities to explain how you share the organizations approach or perspective.
- Identify a main ability, skill or experience you have as the reason why you are interested in their organization or position.
- Provide clear details explaining how your qualifications and interests align to benefit the employer using specific examples.
- Identify a specific responsibility from the position description, and explain how your previous position or project will bring expertise knowledge or experience to their organization.
- Organize the sentences according to themes, placing the most relevant concepts first.

Final paragraph

- Provide a final reminder sentence that clearly indicates why the combination of your education, skills and experience is match for the position.
- Mention that you would like to meet and discuss the position further.
- End your letter with confidence (don't beg) and a way to follow-up for an interview (email and phone number) Thank the reader for their time and consideration