CAREER AND EMPLOYMENT TIPS | COVER LETTERS

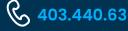
Cover Letter Checklist

Once you have a cover letter written, use this checklist to finalize it and ensure that it is ready to be submitted to employers.

Content	
	My cover letter is tailored to target a specific job posting.
	I put my name and contact information at the top of the page.
	I included the full name and job title of the recipient (if known), along with the name and address of the company.
	I identified the position that I am applying for in the letter.
	I used the correct title for the person (Ms./Mrs./Mr.) or the people (Hiring Committee/ Recruitment Team) to which the letter is addressed.
	I have referenced specific information about the organization to demonstrate my genuine interest and knowledge.
	I have established my top 3-4 relevant selling points while mentioning keywords from the job posting, and have provided examples to support my selling points.
	I have explained, if necessary, things not on my resume such as a referral by someone known to the reader or relocation plans if I am job searching in other cities or provinces.
	Everything the employer requested that does not fit my resume is addressed, such as expected salary, expected start date, ability to travel outside the province, etc.
	In my last paragraph, I thanked the reader and provided information on how I can best be reached.
	I have signed the letter (digitally or otherwise) and typed my name underneath.
Grammar and formatting	
	All of my content fits onto one page.
	I wrote in proper paragraphs using correct sentence structure. My sentences are varied in length and I avoided starting them the same way each time.
	There are blank lines that separate each of my paragraphs.
	I did not overuse words such as "I, me, my".
	I made sure that, if mentioned, my degree name, program, major, minor, job titles and computer program names (such as Excel) have been capitalized.
	All of my verbs are using the same tense.
	I used a grammar/spelling check, and proofread my cover letter to ensure there are no errors.
Visual elements	
	I used the same font as on my resume. It is a common and professional-looking font, such as Arial or Calibri, which is easily readable.
	I used size 11-12pt font.
	I did not use any tables, columns, headers, footers, images, graphics or any other embellishments.
Saving and submitting	
	I have saved my cover letter as a PDF (unless otherwise specified by the job posting).
	I have named my cover letter file in the format "First Name Last Name - Job Title - Cover Letter" (unless otherwise specified by the job posting).
Want a	second opinion? Career Services would be happy to <u>review your cover letter</u> .

NEED MORE HELP?

Book an appointment with us through MyCareerHub.











June 2022



