

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 [review your cover letter](#).

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NEED MORE HELP?

Book an appointment with us through [MyCareerHub](#).

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