

# COVER LETTER CHECKLIST

Updated 9/2023

**Does your cover letter heading include all essential information?**

- Full Name
- Professional Email
- Phone Number
- Date
- Relevant Social Media Profiles

**Do you address the correct person? I.e., Hiring manager of the company/ your future direct supervisor**

**Does your introductory paragraph grab the reader's attention?**

- Did you mention 2-3 of your top achievements?
- Did you use numbers and facts to back up your experience?

**Do you successfully convey that you are the right fit for the job?**

- Did you identify the core requirements?
- Did you successfully convey how your experiences helped you fit the requirements perfectly?

**Do you convince the hiring manager that you're passionate about the company you are applying for?**

- Did you identify the top 3 things that you like about the company?
- Did you avoid generic reasons for explaining your interest in the company?

**Did you use the right formal closure for the cover letter?**

- Did you wrap up any points you could not in previous paragraphs?
- Do you have anything left to say?
- Did you remember to thank the hiring manager for their time?

**Did you finalize the conclusion with a call to action?**

- Did you ask the hiring manager to take some sort of action in response to your cover letter?

**Do you meet the length requirements of 250-400 words (1 page)?**