

Cover Letter Checklist

- Clean header/logo that matches your resume
- Professional layout, including date and employer contact information whenever available
- Clearly states which job you are applying for
- Explains why you are excited about the position
- Demonstrates your knowledge of the company/organization
- Outlines the skills you have that specifically match the employer's needs
- Asks for an interview
- Leaves the door open for follow-up
- Ends with a professional ending such as "Sincerely" or "Yours Respectfully"
- Limit it to one page

Personal Header

(this should match your resume)

Date

Contact Name

Name of Employer

Address of Employer

City, State, Zip

Re: [this is optional; identify position name and reference #]

Dear Mr./Ms. Contact Name:

First Paragraph:

Let the reader know how you learned about the position – especially if you were referred by a person known to the employer. Demonstrate that you know the company and explain why you are excited/interested in the position.

Second Paragraph:

Use this space to address why you are the best person for the job. Show them that you have the *skills, experience, abilities, and personal strengths* required to be successful in the job. Identify what they need and how you will fill that need. Refer to similar jobs you have had in the past and the accomplishments that relate to this job posting.

Third Paragraph:

Now it is time to get to the point – ask for the interview. State your intention to follow-up with a telephone call in order to answer questions they might have about your qualifications and to schedule an interview, or to simply advise them of your flexibility to the time and place for interviewing. Include day and evening contact information. Thank the reader for their time.

Sincerely,

<Signature>

John Q. Smith