



Cover Letter Checklist

Applicant Contact Information

Today's Date

Hiring Person's Name
Hiring Person's Title
Company Name and Department

Dear Ms. or Mr. Last Name: (or Hiring Manager)

First Paragraph:

- ___ 1. Explain the reason for the letter and/or identify the job position you are seeking. Show enthusiasm!
 - ___ 2. Mention how you learned of the job position (online posting, friend, professional contact, etc...).
 - ___ 3. Demonstrate knowledge and/or interest in the department (research them).
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Second Paragraph:

- ___ **4. Address your ability to contribute to the employer's needs. Give examples of your relevant qualifications, accomplishments, and skills. In addition to paid full time employment, these examples may come from volunteer jobs, part-time positions and relevant extracurricular activities. You may include soft skills and information not included on your resume, as long as it demonstrates your qualifications.**
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Third Paragraph:

- ___ 5. Refer the reader to the attached resume for details.
- ___ 6. The closing paragraph should reiterate your enthusiasm.
- ___ 7. In the closing paragraph also remember to express your thanks.

Sincerely,

Signature or your named typed out in a signature font

Your name typed