

Cover Letter Checklist

Use the following checklist to ensure you have double checked your one-page cover letter:

Contact information:

- using the same profile information and header from your resume
- City, Province | email | phone number | LinkedIn profile (if applicable)

Date:

- dates should be written as month / day / year in full. Example: September 14, 2022

Address block:

- name of hiring manager, title of their position, and department name (if any is known), otherwise use Hiring Manger (avoid using "To Whom it May Concern")
- company name / address / city, province / postal code

Subject line:

- Re: Application for position title (and if applicable, job ID #)

Salutation:

- If you don't know the contact's name, use *Dear Hiring Manager*
- If you know the contact' name, use *Dear First Name Last Name*
- Do not assume the hiring manager's pronouns and avoid using title of Mr., Ms., Mrs., Dr., (unless explicitly stated in job posting)

Opening paragraph:

- Present strong opening sentence to get the employer's attention
- State why you are writing, and the specific position you are seeking
- Research the company and use it to state *why you want to work for the employer*

Body paragraphs:

- Describe relevant qualifications and transferable skills/experiences from your education/work/volunteer/courses and other experiences.
- Match employer needs to your qualifications by using words/phrases from the job posting
- Provide concrete examples to demonstrate your skills and abilities to perform the job

Closing paragraph:

- Reinststate and summarize your interest
- Thank the employer for their time and consideration

Signature:

- Use an appropriate closing (Sincerely, Best Regards or other suitable reference)
- Leave your full name or leave blank lines for "scanned" signature (optional)

Additional Notes:

- ALWAYS write a new cover letter for each specific job opening
- NEVER use a generic letter for cover letters