

Cover Letter Checklist

DON'T FORGET TO:

- ✓ Tailor your cover letter to each employer and job.
- ✓ Highlight your achievements, skills, experiences, and training that are relevant to the position you want to get.
- ✓ Provide specific examples and events that demonstrate your ability to perform well if given the position.
- ✓ Make sure you proofread your cover letter before sending it.
- ✓ Ensure it is easy to read. Use fonts similar to the one used here.
- ✓ Divide your letter into paragraphs to make it easy on the eyes and organizes the information you provided in a clear and concise manner.
- ✓ Avoid simply repeating the information you included in your resume. Steer away from highly personal information and questions about the position. This includes talking about salary expectations and company benefits. Instead, reserve such inquiries for the actual interview.