

Cover Letter Checklist from Monster.com

Introduction

- Does your cover letter have a strong [opening paragraph](#), communicating your job target and key strengths within the first few lines of text?
- Does your cover letter conform to a standard business letter format?
- Is your cover letter addressed to a specific individual, if the name is available?

The Body

- Does the body of your cover letter express how you would benefit the employer if you were hired?
- Do you avoid starting every sentence with “I” or “my” so you can focus more on the employer’s requirements and not your own?
- Do you demonstrate your expertise by using industry-specific language?
- Do you include examples of your [accomplishments](#) so employers can see you have a proven track record?
- Is the content engaging and relevant to hiring managers’ needs?
- Is the cover letter succinct, containing just enough information to entice the reader to review your resume?
- Did you include all information that was requested, such as a job reference number, employment availability date and salary requirements?
- Is the content unique? Did you avoid copying text from your resume verbatim?
- Does your cover letter sound genuine? Does it reflect your personality and make you seem likable and approachable?
- Did you proofread your cover letter to ensure that it’s free of spelling, grammar, syntax and formatting errors?
- Does the writing style and design coordinate with the resume, such as by using the same font and layout style?

Closing Paragraph

- Did you provide an easy way for employers to contact you, such as a direct phone line and email address?
- Does your cover letter end with a call to action, confidently requesting an interview?
- Did you remember to sign your letter if you’re mailing a hard copy?