

Cover Letter Review Checklist

Use the checklist below to see if your cover letter is in application shape!

Contact Information

- √ Include your name (first and last) and any relevant credential abbreviations.
- √ Include a single phone number and a professional email address.
- √ It is ideal if you can use the same header as what you have used on your resume.

Receiver Information

- √ It is most appropriate to write a cover letter in “business letter format.” If at all possible, try to find the name of someone specific in the organization that you will be addressing the letter to.
- √ Include the receiver’s full name and credentials, title and address.

Addressing the letter

- √ Addressing the letter to “Dear [specific name of person]:” is always best, but you may also write “Dear Hiring Manager:” or “Dear Hiring Manager and Committee Members:.”
- √ Avoid using generic “To Whom it May Concern:”

Introductory Paragraph

- √ In the first paragraph, introduce yourself and how you found out about the position.
- √ Keep it brief, but include why you are specifically interested in their company or organization.

First Body Paragraph

- √ This is where you will expand on the most relevant characteristics from your resume or C.V.
- √ Use specific, measurable if possible, examples of accomplishments that are relevant to the job tasks you would have if you were selected for this position.
- √ Think about this as a way to demonstrate that you can help employers solve problems.
- √ Some people will use bullet points in this paragraph; this is acceptable but should be used cautiously. The cover letter compliments the resume, but is not a restatement of it.

Second Body Paragraph

- √ This is the appropriate place to list soft-skills that employers would value, specifically if they have listed any in the job announcement.
- √ If you have not listed all the required qualifications already, you should do so here. Even if you think it will be “understood” most HR or hiring directors cannot evaluate you as a candidate if you do not explicitly list that you meet the required qualifications.

Final Paragraph

- √ Keep it short, and thank them for their time!
- √ You might include your contact information for a last time.

Finishing Touches

- √ Take the time to tailor your cover letter to each position that you apply for. It is worth it!
- √ Remember to send this in PDF format, or print on resume paper.
- √ Signing your name on the bottom is not necessary, but can be a way to make it personal and further show that you have taken the time to tailor the cover letter.

Abraham Sample, Ph.D.

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Month ##, 20##

Michelle Hentz
Human Resources, Sapling Learning
211 East 7th Street, 4th Floor
Austin, TX 78701

Dear Ms. Hentz:

I was excited to see your recent posting for Sales Chemist. I had heard about Sapling Learning through a friend of mine, Jane Doe, who also does contract work for your company. I believe that this position would be an ideal fit for me since I have recently earned a Ph.D. in Biochemistry, have many connections within higher education and, finally, because I have experience working with entrepreneurs who are using science to solve real world problems.

Currently, I am a Biomedical Consultant for XYZ Startup Company and I have been with them on a part-time basis since 2010. During my work with XYZ Startup Company, I have been consistently complimented by my colleagues and supervisors for my ability to communicate complex concepts in language that is simple and easy to understand. I have helped to increase business with our company by attending mixers, networking within the biochemical community at conferences, and spreading the news about our products through my network. Since 2010, our company has grown in sales by 150%. I have been honored to be a part of that. Additionally, I have presented at multiple local and national conferences, to crowds of 15-100 people as a part of my education at the University of Kansas Medical Center.

I know that I have the skills and qualifications to make a quality addition to your team. In addition, my vast network throughout higher education would make a valuable network for sales contacts. I am eager to try an active sales role because I think that it is in harmony with my positive personality and my persistence.

I look forward to hearing from you so that we can discuss this position, and how I would be able to serve your clients, in detail. You can reach me by phone at 913-000-0000 or through email at abrahamsample@gmail.com. Thank you very much for considering me as a candidate for this position and I wish you the best of luck in your evaluation process.

Sincerely,

Abraham Sample, Ph.D.