

# Cover Letter Checklist



1. You can use this Checklist for each job you apply for.
2. Check your cover letter with the Checklist below and tick all items that your cover letter complies with.
3. Any items that do not have a tick against them need your attention *before* submitting it in a job application.

## Cover Letter Checklist



|   |                                                                                                                                                                                                                                                                                         |  |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | Is it less than: <ul style="list-style-type: none"><li>- Any length restriction placed in the job advertisement? OR</li><li>- 1 page if no selection criteria are addressed in it? OR</li><li>- 2 pages if selection criteria are addressed in it?</li></ul>                            |  |
| 2 | Is it simply and clearly formatted? Is it easy for someone else to read and a sensible format? With no: <ul style="list-style-type: none"><li>- colours</li><li>- fancy fonts</li><li>- graphics</li></ul>                                                                              |  |
| 3 | Does it have a first paragraph which grabs the readers attention – what you're passionate about, why you want to apply for <i>this</i> job, in <i>this</i> organisation.?                                                                                                               |  |
| 4 | Does it have a heading for each separate selection criteria with one or two short paragraphs for each describing: <ul style="list-style-type: none"><li>- how you meet the criteria</li><li>- an example of how you demonstrate it, and</li><li>- if possible an achievement?</li></ul> |  |
| 5 | Are the words and phrases used in the job ad and by the contact during your phone conversation used in your answers?                                                                                                                                                                    |  |
| 6 | Does it address any potential obstacles to you being considered for the job or for an interview?                                                                                                                                                                                        |  |
| 7 | Is there at least one 'added bonus' extra thing that you will bring to the role?                                                                                                                                                                                                        |  |
| 8 | Does it have a footer with your name and page number included?                                                                                                                                                                                                                          |  |
| 9 | Have you proofread for any typo's or spelling or grammatical errors?                                                                                                                                                                                                                    |  |

