



## COVER LETTER CHECKLIST

### FORMATTING & REVIEW

- Length** – cover letters should not exceed 1 page.
- Margins** – white space is important. 1-inch margins on all sides (top, bottom, left, right) is recommended. Avoid margins smaller than 0.5 inches.
- Spacing** – ensure that there is adequate space between paragraphs to prevent your document from being too dense.
- Font style and size** – use a 10 – 12 pt font for your section headers and body text. Your name can be a bit larger (14 – 18 pt). Classic fonts (i.e., Calibri, Arial, Georgia, Times New Roman, Garamond) are preferable. Maintain a consistent approach throughout.
- Bullet style** – when opting to use bullet points in your cover letter, keep it simple (i.e., circles or boxes) and consistent. Ensure that all bullet points are in alignment.
- Emphasis** (bold, italic, underline, uppercase) – should be used strategically and sparingly to draw attention to essential information. Note that overuse of emphasis can be distracting to the reader.
- Reference the Posting** – review the job posting and your cover letter side-by-side to ensure you have strategically demonstrated the ways in which you meet the qualifications of the position. **Have you made the effort to integrate key words from the job posting or occupation to demonstrate this?**
- Proofread** – ensure your document is free of grammatical, spelling and punctuation errors. Read your document slowly, line-by-line. Do not rely solely on spellcheck and have your cover letter reviewed by others.

### CONTENT & ORGANIZATION

*Reminder: Your letter should be 1 page in length, written in standard business format.*

- Contact Information** – include your full name, city and province, email address, phone number (including area code) and LinkedIn URL in the same format as your resume.
- Date of Application** – include the date you submitted your application (i.e., January 5<sup>th</sup>, 2023).
- Recipient Contact Information** – include the recipient's name, title, company name and complete address. This may require additional research.



## CONTENT & ORGANIZATION (CONT'D)

- Subject or Reference Line** – should include Job ID or Reference Number (if available) and position title. For example: 'RE: CAC-001 – Library Assistant – Cornwall.'
- Salutation** – review the job posting and/or do additional research to confirm the recipient's name. If no recipient can be identified, include 'Dear Hiring Manager.'
- Brief Introduction (Paragraph One)** – introduce your resume and express enthusiasm for the position. Include position title and where you found the posting.
- Concrete Examples (Paragraph Two)** – **expand** (*not repeat*) on your resume and **explain how** you meet the requirements outlined in the job posting by providing **1 or 2 clear and concise examples with context**.
- Courteous Closing (Paragraph Three)** – restate interest in the position and company. Welcome the opportunity to share more about yourself at an interview and thank the employer for their consideration.
- Closing Remark and Signature** – include a polite closing remark (i.e., 'Sincerely,'). Add your signature (digital or handwritten) followed by your name typed out in full.

## NOTES

Additional Resources - <https://www.stlawrencecollege.ca/services/career-services/supports-for-students>