

INTERPRETING JOB OFFERS AND MAKING YOUR PROFILE MORE ATTRACTIVE

COVER LETTER CHECKLIST

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LAYOUT, STRUCTURE, LANGUAGE

- Address, phone number, email are in the upper left hand corner
- There is a space between the return address and the date
- Minimum font size of 11, preferably 12
- Single-space
- For all proper nouns ONLY the first letter is capitalised
- The subject line is in agreement with the job announcement
- There is a title / objective under the contact information
- The letter begins with « Dear ... »
- No paragraph begins with « I »
- No sentence should be longer than 3 lines; intersperse long & short sentences

“YOU” (THE ORGANISATION) SECTION

- The letter begins with some knowledge of the organisation
- The paragraph ends with a link to your knowledge, skills, strengths

“I” (THE CANDIDATE) SECTION

- Only write about what is pertinent to the position
- Support your strengths: contextualize how you gained/used them
- Think **logical structure**
 - Put together what goes together
 - Do NOT put together what does NOT go together
- Avoid redundancy

“WE” SECTION

- Use words such as: we, us, together, mutual, common, shared...