

Write a cover letter for each job that you apply for to show the employer that you are serious about applying and to increase your chances of getting a call for an interview!

Cover Letter Checklist

- Is your personal header the same as what is written on your resume?
 - Your name, address, phone number, and email

- Is today's date on the top?

- Is the employer's name and address at the top?

- Do you have a professional greeting?
 - Dear Hiring Manger or To Whom This May Concern

- Have you included the job title, company name, job reference number, and which job search website you found the job in the first paragraph?

- Have you included key words from the job posting in the main paragraph of the cover letter?
 - Examples: Reliable, Team player, etc.

- Have you described specific examples of your work experience that are related to the job?
 - Kitchen Helper position - I have experience in the food service field from a previous work placement with Kitchen Door Catering. My duties included scooping cookie dough onto baking sheets and operating a commercial dishwasher to clean and put away dishes and utensils.

- Have you thanked the employer at the end of the cover letter?
 - Thank you for taking the time to consider my application.

- Do you have a professional farewell?
 - Sincerely,
Suzie Shortbread