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**CREATE A COVER LETTER
THAT STANDS OUT FROM
ALL THE REST**

COVER LETTER CHECKLIST

*Successfully
Ever After*



Cover Letter Checklist

- Free of grammatical or spelling errors
- Personalized for company and position
- Has a strong opening paragraph
- Content highlights how you are relevant to company and their needs
- Shows relevant work experience
- Tells why you want to work for their company
- Uses industry specific language to show expertise
- Shows results and accomplishments
- Content isn't a repeat of resume
- Closing paragraph tells why you are a perfect fit
- Provides correct contact information
- Your email address is professional
- Ends with a call to action - request the interview!**



Cover Letter Templates

Here's a couple of examples you can use to get started creating a cover letter that sets you apart from all the rest.

*Dear (Company Name) Hiring Team or Dear (HR/Recruiter Name),
If you're looking for an innovative and dynamic team member (or substitute attributes mentioned in the job posting) with (insert specific experience that matches job posting), consider me for your (position name).*

I helped (insert previous employer) (save money, streamline processes, etc...) by (explain how you did this). My professional history and education give me the background which makes me an excellent fit for (name of position) at (name of company you are applying).

I have a Bachelors of Science from (school name and location). It was through my studies I developed a passion for (insert field or trait). This led me to a career in (field). (Insert a personal work story highlighting an achievement for which you are proud).

It would be exciting to work for a company that is dedicated to (same type of pursuit). I appreciate your consideration for (position). I would love to be part of a team that (use a description of what the position does but put it in your words - don't copy the job posting). I look forward to connecting with you and learning more about (company name). Thank you for your consideration.

*Thank you,
(your name)
(Your contact info)*



Cover Letter Templates

Dear (Company Name) Hiring Team or Dear (HR/Recruiter Name),

I wish to express my strong desire to work with (company name) as (position). With over (years) of customer service (replace with skill for position you want) experience I believe I would bring (list traits you add to company and position).

I've included a resume detailing my professional background for your consideration. As a (former position) I (recruited, managed, lead - use a trait that would be needed in position you're applying for) helping (former company) improve/build/streamline their goal. In addition, I (list another trait and accomplishment).

I would like to speak with you about (position) and discuss further how I feel I would be a beneficial team member and help (company) continue to provide (insert outcome). I look forward to arranging a tie to learn more about the (company) and the opportunities.

*Thank you,
(your name)
(Your contact info)*