

Activities

- Include relevant extracurricular activities.
- If applicable, indicate leadership roles.

Cover Letter Checklist

Overall Tips

- Use the same heading as your resume.
- Include submission date.
- Address letter to specific person if possible or to “hiring manager.”
- Do not rewrite what you have on your resume.
- Identify what position you are applying for, and the reason you are sending the letter.
- Describe how you heard of the opening.
- Identify one or two of your strongest qualifications and how these skills apply to the job.
- Demonstrate your knowledge of the company.
- Free from grammatical and spelling errors.
- Do not exceed one page.

First Paragraph

- State the purpose for writing including name of position.
- Tell how you heard of the opening or organization. Add who referred you if applicable.
- Tell why you want to apply for this job and why you are interested in this position.

Second Paragraph

- Summarize your qualifications which you think would be of greatest interest to the employer.
- This should respond directly to the job description and include examples that are related to the position you are applying for.
- Cite relevant education, leadership experience, projects, assignments, organizations.

Third Paragraph (Optional but Highly Recommended)

- State your interest in their organization, position and/or type of work.
- Describe why you would like to work for their company based on their mission, values and projects.
- Do your research on the company.

Fourth Paragraph

- Express your appreciation for being considered for this position.
- Thank them for taking the time to review your resume and application.
- Let them know that you are looking forward to the next step in the process and the opportunity to meet with them for an interview.
- Give them your contact information and how you can be reached if they have any questions or need further information.

Email careerservices@westvalley.edu to set up an appointment to review your resume and/or cover letter.