



# COVER LETTER CHECKLIST

The following is general advice on how to draft a professional job application cover letter.

A cover letter must highlight your **key achievements** against the specific selection criteria and must be tailored to the particular job or position you are applying for.

A cover letter is often required in the job application process. However, if in doubt, always follow the specific requirements of the job advertisement and industry standards.

**Example cover letter templates:** <http://careers.unimelb.edu.au/students/applying-for-work/cover-letters>

## FORMAT AND PRESENTATION

A cover letter is your introduction to an employer. It should communicate your motivation for the position and why you are a strong candidate for the role.

**Length** should be 1 page maximum.

**Layout** is consistent. Tabs are aligned and line spacing is even.

**Format** is clear and easy to read – not overcrowded with enough white space used throughout.

**Style** is consistent (e.g. font type, font size consistent, bullets, bold).

**Contact details** are included (ie. name, phone number, email).  
Optional: LinkedIn URL and residential address.

## CONTENT

**Application/reference number:** clearly nominate the job for which you are applying.

**Date:** is included.

**Addressed appropriately:** refer to addressee as outlined in the job add (ie. Mr / Ms – only use Mrs if indicated). Do not use Sir / Madam. If unknown recipient, address: 'To whom it may concern'.

**Purpose:** reason for writing is clearly articulated in the first paragraph.

**Supporting statements:** justify your suitability for the position – how you meet the selection criteria.

**Appreciation:** is expressed for consideration of your application.

**Formal closing:** e.g. Yours sincerely.

**Spelling, grammar and punctuation:** you must check your spelling and grammar to ensure your document is mistake-free.