

## Cover Letter Checklist

Your name

Date

Address

City, State, Zip

Phone

E-Mail

Contact Name

Title

Company Name

Address

City, State, Zip

### *First Paragraph*

Why you are writing? What is the purpose?

Identify position being applied for

How did you hear about the job?

### *Second Paragraph*

Why are you a strong candidate?

Achievements/experience that are directly related to position

Expand on information in the resume

### Third Paragraph

Express your interest in position

How and when will you contact after resume and cover letter have been submitted

Thank the contact for his/her consideration

Sincerely,

Sign name

Print Name