

Cover Letter – Checklist

General Impression

- The cover letter seeks to grab the reader's attention and makes a positive impact.
- Reads in a logical order
- Is tailored to the employer, demonstrating research of the organisation
- Demonstrates how the applicant matches key requirements sought by the employer

Format

- One page in of single-spaced text
- Font is an appropriate size and style (e.g. Size 10-12, Arial, Times New Roman)
- Margins of the page are an appropriate width (e.g. 2cm – 2.5cm)
- Business letter format is used (Applicant's details, date, recipient's details, appropriate greeting, and appropriate closure).

Language

- No abbreviations are used (e.g. B.Bus, &, 1-10 are written as words not symbols)
- Paragraphs are used effectively, with linking sentences
- Correct syntax, spelling, grammar and punctuation have been used

Content

- Clearly introduces the purpose of the letter (i.e. what position you are applying for)
- Briefly describes relevant qualifications, skills, experience and/or achievements
- Skills are backed up with examples and credible evidence
- Demonstrates applicant's research into the organisation
- Highlights why the applicant wants to work for the employer
- Closing paragraph thanks the employer for their time, refers to an attached resume & any other included documents, and requests a response/interview and provides contact details



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This Information was current at the time of writing and is intended as a guide only.
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