Cover letter checklist

This cover letter checklist has been designed to support you in refining your own cover letters and/or to use when reviewing a peer's cover letters.

This checklist has been created based on the typical requirements for Australian job applications. To see examples for other countries, be sure to review the GoinGlobal Countries Guide.

Formatting

- ☐ Reviewed job listing requirement for type of cover letter
- ☐ Does not exceed maximum page length specified within job listing
- ☐ If multiple pages, page numbers are in the footer of the document
- ☐ Personal contact details are included (name, email address, phone number)
- ☐ Addressed to the contact person

Tone and context

- ☐ Professional and positive with a proactive tone
- ☐ Provide more depth than your resume (e.g. think of the STAR approach)
- ☐ Keyword used and bolded
- ☐ Identified and responded to the selection criteria (if required)

Other

- ☐ Proofread for spelling, grammatic and formatting errors
- ☐ Save your cover letter in a folder and label with the correct role or company

For further details, please contact:

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