

Cover letter checklist

This checklist is designed to help you refine your cover letter for a job application or provide feedback when reviewing a peer's cover letter.

Formatting

- ☐ Reviewed the job listing requirements for the type of cover letter required
- ☐ Cover letter does not exceed the maximum page length specified in the job listing
- ☐ If multiple pages are used, page numbers are included in the footer
- ☐ Personal contact details are included and formatted correctly (name, email address, phone number)
- ☐ Addressed to the correct contact person
- ☐ Document uses consistent font, spacing and formatting throughout

Tone and context

- ☐ Uses a professional, positive and proactive tone
- ☐ Provides additional depth and context beyond the resume
- ☐ Incorporates keywords from the job listing and highlights them in bold
- ☐ Identifies and responds to the selection criteria (if required - check job listing)
- ☐ Uses the STAR approach where appropriate

Other

- ☐ Proofread for spelling, grammar and formatting errors
- ☐ Saved in an appropriate location and labelled with the correct role or organisation name

Note: This checklist is based on the typical requirements for Australian job applications. For examples for other countries, review the [GoinGlobal Countries Guide](#).

For further details, please contact:

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