

Cover Letter Checklist

▶ **Contents**

- ▶ Current professional situation
- ▶ Personal qualifications and qualities
- ▶ How can you contribute to the firm?
- ▶ Why are you the ideal candidate for the open position?

▶ **The different parts**

- ▶ Subject heading
 - Refer to the job advert
- ▶ Address
 - Address to the contact person by using her/his name
- ▶ Text
 - Refer to any contact you have taken before this point
 - Not more than five paragraphs
 - Use a simple and concise language
 - Formulate the letter by looking at your situation from the point of view of the employer

▶ **Layout**

- ▶ Clarity
- ▶ Readability
- ▶ Character type should suit the content
- ▶ Well balanced paragraphs
- ▶ Professional design

▶ **Formalities**

- ▶ Not more than 1 page
- ▶ No spelling mistakes!