



Cover Letter Checklist for Job Seekers

Tips for writing a great cover letter.



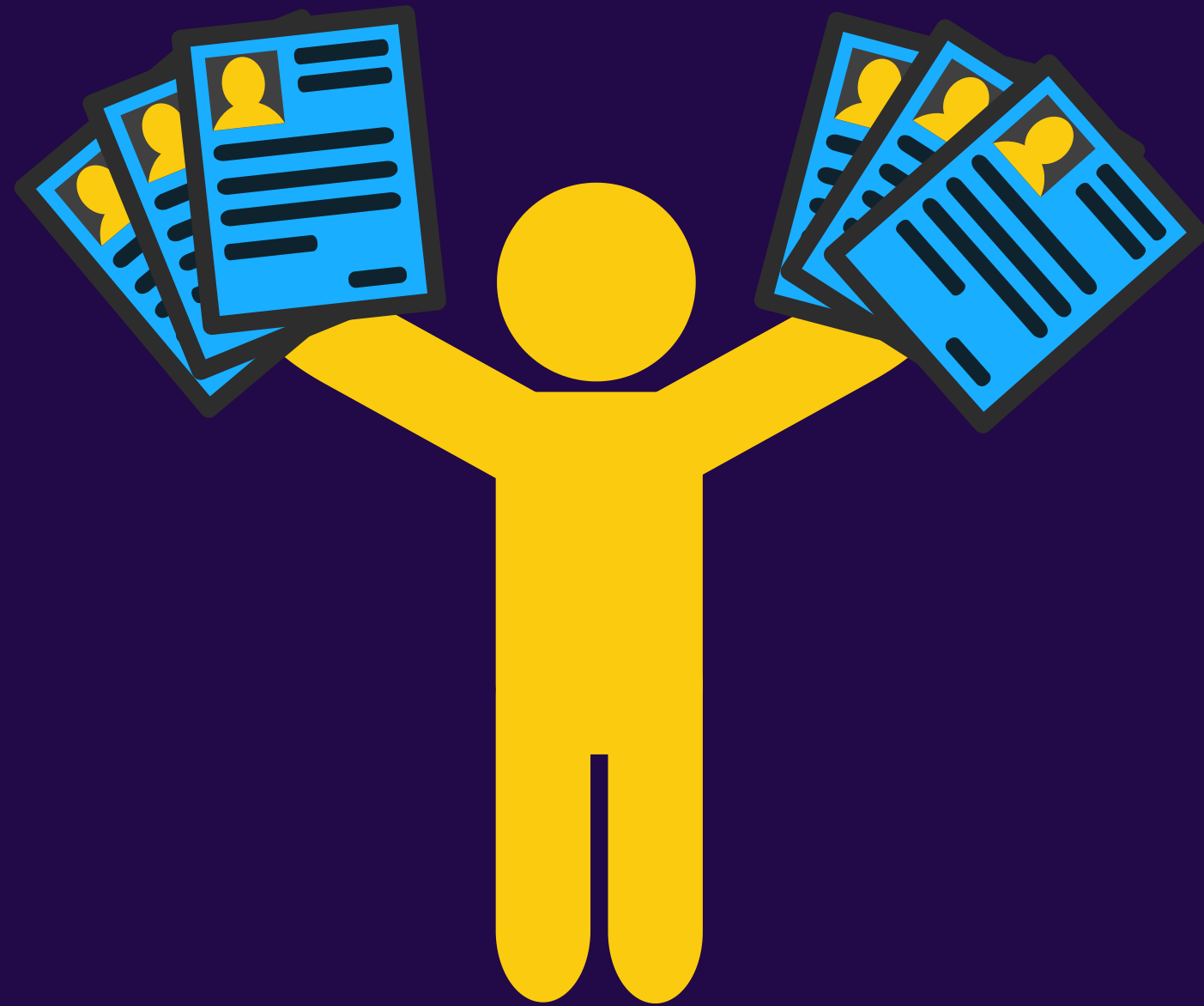
Writing a great cover letter is the first step to securing your dream job.



Your cover letter is an important part of your job application. Make the most use of it.



Your cover letter highlights why you are the suitable candidate for the job and it brings you closer to getting hired.



**You think
your cover
letter is ready
to be seen?**

Use this checklist below!

Cover Letter Checklist

1

Is your cover letter in the right format? Is it chronological and easy to read?

2

Is your cover letter easy to read and free from grammatical errors?

Cover Letter Checklist

3

Is it original and specifically tailored to the requirements of the job you are applying? for

4

Is your letter compelling and captivating enough to draw the attention of your employer?

Cover Letter Checklist

5

Does your letter address the needs and wants of your employer or the job description?

6

Does your letter focus on the extra you are bringing to the company and not what you are expecting?

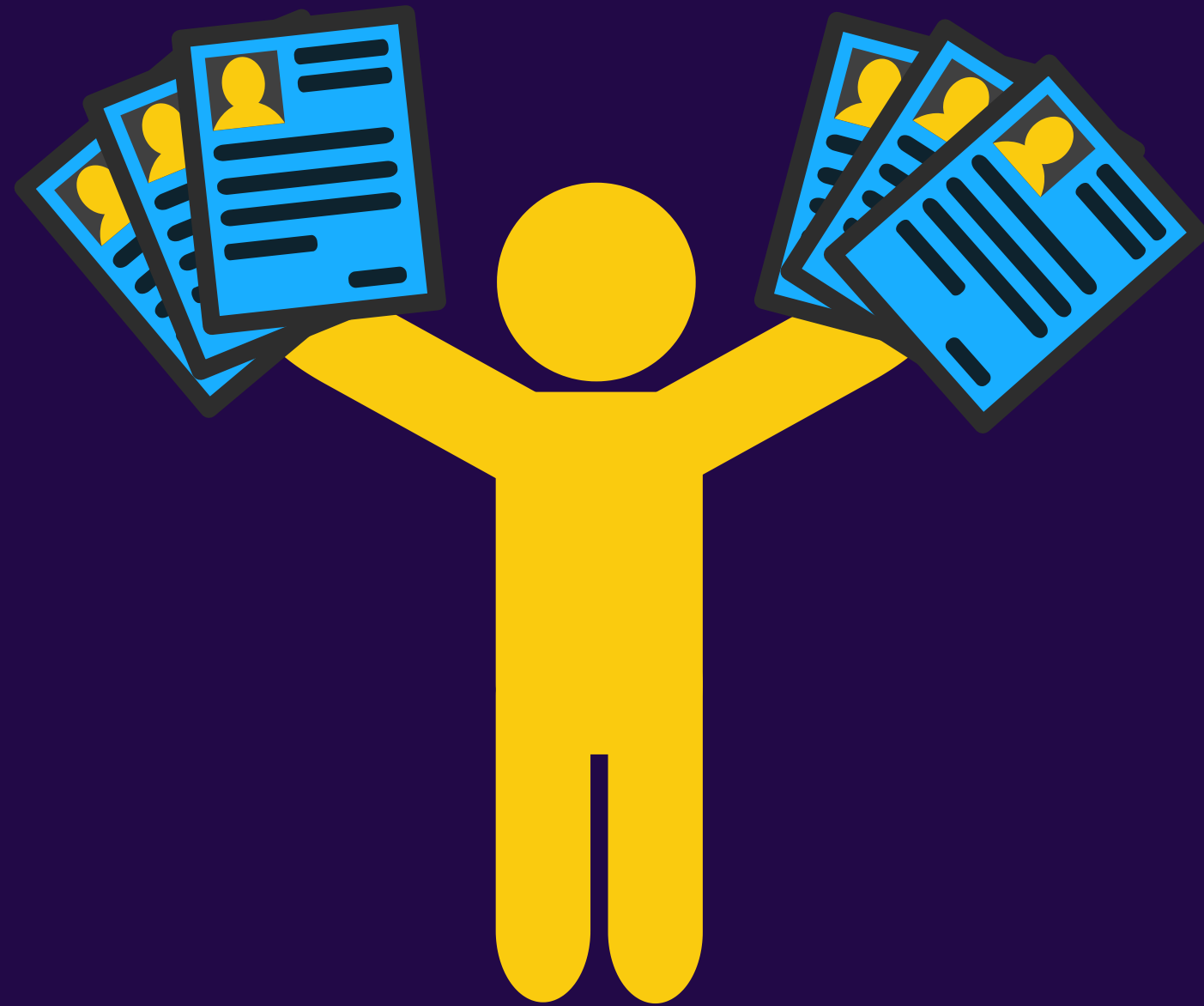
Cover Letter Checklist

7

Is your letter free from grammatical errors and spelling?

8

Overall, will your cover letter get you an interview?



**Does your
Cover Letter
tick all boxes?**