

Resume Genius' Cover Letter Checklist

Contact Information

- Name of company applying to, not your own contact information
- Address of company applying to, use location specified in job posting
- Company contact info left aligned at top of page
- Insert space after company contact information then address interviewer by name if possible

Body

- Keep opening greeting brief and direct
- State where you discovered job opening
- Include why you're applying to the position
- Consider adding two or three targeted bullet points for emphasis
- Body is brief, with two or three short paragraphs

Closing

- Include professional send-off such as "Thank you for your time" or simply "Sincerely"
- Include hand written signature in addition to typed name in closing
- Include your current address after sign-off, matching address on resume

Format

- Font is not below 10pt or exceeding 12pts
- Line Spacing is not below single spaced or exceeding 1.5
- Letter total length does not exceed one page
- Margins and borders are standardized, matching those of attached resume
- No colors, word art, pictures or symbols
- Double check for grammatical or spelling errors

Thanks for downloading the [Resume Genius](#) resume checklist! If you have any general questions about resumes visit our site and leave us a comment.