

## COVER LETTER CHECKLIST – Page 1/2

### STEP 1: RESOURCES

v1

#### COVER LETTER RESOURCES

- The [DeakinTALENT Cover Letter Template](#) has been used as a base to ensure correct standard business letter format. Save, rename, and edit this file directly opposed to recreating it from scratch.
- The [DeakinTALENT Cover Letter Guide](#) has been reviewed.

### STEP 2: SECTIONS AND ORDER

#### Content

#### CONTACT INFORMATION

- Personal contact details included as per the cover letter template. Email address included is professional and checked regularly. Mobile has voicemail set-up with a clear and professional message.
- Contact details for the recipient included as per the cover letter template.
- Date included as per the cover letter template.
- Greeting line included with 'Dear Ms Xxx' or 'Dear Mr Xxx', or if unknown 'Dear Recruitment Manager' or 'Dear HR Manager'.
- Attention line (with job reference if relevant) included as per the cover letter template.
- Additional information (photo/date of birth/marital status/religion/nationality, or the words 'Cover letter') **SHOULD NOT BE INCLUDED.**

#### INTRODUCTION

- Introduction includes a brief greeting (e.g. 'I am writing to apply for the position of...').
- Introduction references to the full, correct name of the position and the full, correct name of the organisation.
- Introduction states where the job opening was found (e.g. Deakin Jobs and Internship Board/Seek/LinkedIn) as relevant.
- Introduction specifies if you have been referred to the organisation or position. A referral is a direct connection to a current or former employee.
- Consider including 1-2 lines outlining why you are interested in the opportunity at a high level.

#### BODY (1-3 PARAGRAPHS)

- Body describes why, specifically, you are a suitable candidate for the position. Emphasis is on what you can offer opposed to what you can gain.
- Body describes 2-3 relevant qualifications/personal skills/technical skills/experiences/achievements you will bring to the position and organisation. Experience includes paid employment/internships/volunteer work/extra-curricular activities, as relevant.
- Skill statements included in the body are evidenced with specific examples/results/outcomes/accomplishments.
- Body describes why, specifically, you are interested in the organisation and demonstrates adequate research and knowledge.

#### CLOSING AND SIGN-OFF

- Closing reiterates the value you would provide the organisation and your enthusiasm for the position and organisation.
- Closing refers to an included (or attached resume) and any other documents specifically requested by the employer.
- Closing requests an interview (or response if speculative) and thanks the employer for their consideration.
- The sign off 'Yours sincerely' or 'Kind regards' is included with your first and last name included underneath.

### STEP 3 OVERALL IMPACT | QUALITY OF CONTENT

- The cover letter is tailored for the specific role and organisation and demonstrates strong alignment with the qualifications, experience, and skills outlined in the position description.
- The cover letter incorporates keywords from the position description/job listing/organisation website and uses industry specific language.
- The cover letter adds additional context and depth to the resume opposed to only duplicating information found within it.
- Phrases sounding desperate such as 'Willing to do anything', 'Open to all opportunities', or similar **SHOULD NOT BE INCLUDED.**

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### STEP 4: LANGUAGE | PRESENTATION AND FORMATTING

#### LANGUAGE

- Spelling and grammar is accurate throughout the cover letter. Ensure specific attention to correct capitalisation. (Recommend consistent use of UK opposed to US English).
- Content can be easily read and understood on fast review. Sentences are short and use plain English.
- Tone is positive, approachable, and professional, not overly formal or academic. Statements such as ‘I hereby apply for...’, ‘Moreover, I...’, ‘My aforementioned skills...’, ‘This fine establishment...’ or similar **SHOULD NOT BE INCLUDED**.
- Buzzwords (e.g. ‘expert’, ‘passionate’, ‘dynamic’ etc.) **SHOULD NOT BE OVERUSED** and phrases such as ‘best candidate’ and ‘perfect fit’ **SHOULD BE AVOIDED** when describing your capabilities.
- Abbreviations and acronyms are only used when necessary and defined in the first instance before being used throughout.
- Numbers 1-10 are written using words not numerals (for example: ‘Delivered three presentations’ opposed to ‘Delivered 3 presentations’).

#### PRESENTATION AND FORMATTING

- Length does not exceed one page.
- Font style and font size is the same as used in the resume (recommend Calibri or Arial size 10 or 11). Use single spacing and ensure paragraphs are left justified.
- General formatting is the same as used in the resume (e.g. margin width and bullet point style, if applicable). Your resume and cover letter should look like they belong together as one ‘application package’.
- Icons, photos, headings, banners, borders, colour, tables, lists **SHOULD NOT BE INCLUDED**.
- A professional file name is used. (Recommend ‘First name Surname Cover Letter.pdf’).

#### **Disclaimer:**

The **COVER LETTER CHECKLIST** and subsequent application feedback (the **Services**) are provided by Deakin as guidance for job applicants only. Use of the Services not guarantee applicants will receive an interview or employment. The DeakinTALENT Cover Letter Checklist has been endorsed by Deakin’s Graduate Employment Advisory Board. This Board consists of representatives from organisations that offer internships to Deakin students and recruit Deakin graduates. By using the Services, you acknowledge and agree that:

1. Deakin has no control over the decisions of employers regarding whether you are interviewed or hired based on this application.
2. To the extent permitted by law, Deakin makes no express or implied warranty with respect to the Services, its outcomes or your use of the Services.