

# Cover Letter Checklist

---

All resumes should be paired with a cover letter. A cover letter highlights your personality, experience and qualifications. Tailor each one to the job you are applying for.

## ✓ Set the tone

A cover letter is a professional document. Use formal language to explain why you are qualified. Strong cover letters help you stand out. Limit to one page, typically four to five paragraphs.

## ✓ Header

- Use the same header as your resume (see sample resume).
- Include your mailing address, primary email address and phone number.
- Make sure your voicemail is set up, working and professional.

## ✓ Date and address

- Include the date of submission.
- List the address of the employer or hiring office.

## ✓ Professional greeting

- Use the hiring manager's first and last name when possible.
  - If a person has a doctorate, use "Dr." before their name.
- Acceptable alternatives:
  - Dear Search Committee
  - Dear Hiring Manager
  - Dear Hiring Committee
  - Dear Dr. John Smith
  - Dear HR Director

## ✓ Opening paragraph

- Identify the job title from the listing.
- Summarize your relevant skills and experience.
- If applicable, note your current student status, graduation date or future goals (such as master's or doctoral study).

## ✓ Body paragraph(s)

- Provide details of your education and work experience.
- Connect those experiences to what you can contribute to the employer.

## ✓ Closing paragraph

- Keep it concise.
- Thank the employer for their time and consideration.
- Invite them to contact you by phone or email to discuss further or schedule an interview.
- Close with a friendly remark, such as: "I look forward to hearing from you soon."

## ✓ Sign off and signature

- Thank the committee again and reiterate your interest.
- Add your signature.



THE OHIO STATE  
UNIVERSITY  
COLLEGE OF NURSING