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Hospitality Group Training

Cover Letter Checklist

Cover Letter Etiquette

The first rule of cover letter etiquette is to send a cover letter -- always. It doesn't matter if the hiring manager didn't ask for it or you're too busy to write one. It's proper business etiquette to accompany a resume with a cover letter. It also provides you with an opportunity to help sell yourself for the position.

Cover Letter Format

<input type="checkbox"/>	Does your cover letter conform to a standard business letter format?
<input type="checkbox"/>	Have you addressed your letter according to instructions written in the job ad? If there is not a specific person's name in the job ad, have you called or email the company and find out who to address it to?

Opening Paragraph

<input type="checkbox"/>	Does your cover letter have a strong opening paragraph? Does it state what Job you are applying for and why you are applying for it?
<input type="checkbox"/>	Is your opening paragraph relevant? Is it related to the position you are applying for?

Main Body

<input type="checkbox"/>	Have you highlight your relevant skills and experience, being careful to match these qualities to those required in the job ad?
<input type="checkbox"/>	Have you explained to the reader how employing you will benefit the organisation?
<input type="checkbox"/>	Have you introduced skills that your resume will explain in greater detail?

Call to Action / Thank you

<input type="checkbox"/>	Have you concluded your letter by restating your suitability as a candidate and thanking the reader for their time?
<input type="checkbox"/>	Does your cover letter end with a call to action, confidently requesting an interview?
<input type="checkbox"/>	Does your cover letter provide an easy way for employers to contact you, such as a direct phone line / email address?
<input type="checkbox"/>	Have you concluded your cover letter with a professional close such as "Sincerely"?
<input type="checkbox"/>	Have you included your name under your signature (hard copy) or ended with your name (email copy)?