



# Cover Letter Checklist



**Contact Information:** Include your name, address, phone number, and professional email address at the top of the letter.



**Salutation:** Address the letter to a specific person whenever possible.



**Opening Paragraph:** Clearly state the position you are applying for and express your enthusiasm for the role.



**Body Paragraph(s):** Highlight your relevant skills, experiences, and achievements. Tailor the content to match the job description. Provide specific examples to support your claims.



**Closing Paragraph:** Summarize your interest in the position. Express your eagerness for an interview. Thank the employer for their time and consideration.



**Closing Salutation:** Use a professional closing, such as "Sincerely" or "Best Regards."

# Cover Letter Tok Trending Guide

**Balvinder Shukla, B. K. Murthy, Nitasha  
Hasteer, Harpreet Kaur, Jean-Paul Van  
Belle**

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