

Cover Letter Check List

Congratulations on writing a cover letter!

Use this two-page list to check your cover letter on your own. This way you can catch any mistakes before sharing it with employers. This list is designed for general and Germany-specific cover letter guidelines; you can always adjust for industry and country-specific guidelines.

Do you have an advising appointment with ESCP career staff? Please go through this list and make appropriate edits to your cover letter before this appointment. This first review on your own allows you to get the most out of your appointment with us.

This list is divided into the categories listed on your cover letter. It may be helpful to print this list out and to write your feedback on there.

Personal Information	Yes	No
I list my name, email address and phone number.		
I list the organization's name, email address and phone number.		
I include today's date and a subject line.		

Salutation	Yes	No
I address the cover letter to a specific person or group of people.		
I use the appropriate salutation – Dear Mr./Ms./Professor [LAST NAME]		

Introduction	Yes	No
In 2-3 sentences I give an overview of who I am and why I'm a good fit for this position.		
I list the position to which I am applying and briefly explain why I'm applying.		
I include how I learned about this position.		
I list 2-3 skills that I am good at and that are relevant to the position.		
My first sentence grabs the employer's attention and makes them want to read my cover letter.		

Body paragraphs	Yes	No
My cover letter has 2-3 body paragraphs.		
I expand on the skills I list in the introduction paragraph, using past examples.		
I do not repeat my CV – I provide additional details on the information in my CV.		
I connect every skill or experience I list back to the position or company. With this I have covered all important skills listed in the job description.		
I talk about the employer's need and industry, not just about myself.		
I clearly describe why I am a good fit for this position and this company.		
I clearly describe why I am interested in the position and company. This should be relevant from an employer's perspective.		
The skills and information I list are relevant to the position I am applying to.		
The skills and levels I list are an honest assessment of my abilities.		
My body paragraphs convince an employer that they should invite me to an interview.		

Conclusion	Yes	No
I include a one-sentence summary of why I'm a good fit for and interested in this position.		
I thank the reader for their time and consideration.		
I add a salutation (ex: "Sincerely," "Kind Regards,")		
I include my name and a signature (optional).		

General – Content	Yes	No
My cover letter is tailored to the specific position and company.		
I include specific details and information related to this position and company.		
I only include relevant information for this position.		
The terms I use make sense to an employer.		
I describe any international experiences in a clear way for a (German) employer.		
My cover letter shows that I have read, researched and understand the position's tasks/responsibilities and the company.		
Where appropriate, I include industry-specific terms.		
My cover letter has a friendly and inviting tone.		
My cover letter content is organized and is easy to read.		
Each paragraph is 3-4 sentences long.		
I use a variety of sentence lengths and structures.		
All abbreviations are written out.		

General – Format	Yes	No
I use traditional business letter formatting.		
My cover letter is 1 page long.		
I use a font type (Arial, Calibri, Cambria, Times New Roman) and font size (10 – 12) that is easy to read.		
My cover letter does not have spelling or grammar mistakes.		
I save my cover letter as a PDF and name it MyFirstName_MyLastName_coverletter.		
I would want to read my cover letter.		