



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."

Resume And Cover Letter Guide

Yicheng Fang



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