

****Strong Cover Letter Checklist for HR Applications****

1. **Contact Information**

- Your Name
- Your Address
- Your Phone Number
- Your Email Address
- Date
- Hiring Manager's Name
- Company Name
- Company Address

2. **Salutation**

- Use a professional greeting (e.g., "Dear [Hiring Manager's Name],")

3. **Introduction**

- Brief introduction of yourself
- Position you are applying for
- Where you found the job listing

4. **Relevant Experience**

- Highlight key HR experiences
- Include specific achievements or projects
- Use quantifiable metrics when possible

5. **Skills and Qualifications**

- List HR-related skills (e.g., recruitment, employee relations)
- Mention any relevant certifications (e.g., SHRM-CP, PHR)

6. **Culture Fit**

- Explain why you are a good fit for the company culture
- Mention any alignment with company values

7. **Closing Statement**

- Reiterate your interest in the position
- Express eagerness to discuss in further detail

8. **Professional Closing**

- Use a polite closing (e.g., "Sincerely," or "Best regards,")
- Your Name

9. **Proofread**

- Check for spelling and grammar errors
- Ensure clarity and conciseness

10. **Formatting**

- Keep it to one page
- Use a professional font and format

****Note:**** Tailor each cover letter to the specific job and company.