

**\*\*CV Cover Letter Checklist for Swiss Employers\*\***

1. **\*\*Contact Information:\*\***
  - Your Name
  - Address
  - Phone Number
  - Email Address
  - Date
2. **\*\*Employer's Contact Information:\*\***
  - Hiring Manager's Name
  - Company Name
  - Company Address
3. **\*\*Salutation:\*\***
  - Formal greeting (e.g., "Dear [Hiring Manager's Name],")
4. **\*\*Opening Paragraph:\*\***
  - Introduction
  - Position applied for
  - How you found the job listing
5. **\*\*Body Paragraphs:\*\***
  - Relevant experience
  - Key skills and qualifications
  - Alignment with company values and culture
  - Specific achievements or projects
6. **\*\*Closing Paragraph:\*\***
  - Express enthusiasm for the position
  - Request for an interview
  - Thank the reader for their time
7. **\*\*Formal Closing:\*\***
  - Sincerely,
  - Your Name
8. **\*\*Attachments:\*\***
  - Indicate CV attached (if applicable)
9. **\*\*Language:\*\***
  - Use formal and professional tone
  - Ensure proper grammar and spelling
10. **\*\*Length:\*\***
  - Keep it concise (one page)
11. **\*\*Formatting:\*\***
  - Clear font and layout
  - Consistent margins
12. **\*\*Cultural Considerations:\*\***
  - Acknowledge Swiss workplace etiquette
  - Mention multilingual skills if applicable
13. **\*\*Follow-Up:\*\***
  - Consider mentioning a follow-up timeframe
14. **\*\*Proofreading:\*\***
  - Review for any errors or inconsistencies
15. **\*\*Customization:\*\***
  - Tailor the letter for each application