



COVER LETTER CHECKLIST



CONTACT & INTRODUCTION

- Your contact information is at the top
- Date is included
- Employer's name and address (if known)
- Professional greeting used
- Strong opening sentence that grabs attention



BODY OF LETTER

- Shows why you're interested in the position
- Highlights your relevant skills and experience
- Explains how you can add value to their team
- Provides specific examples or achievements
- Matches keywords from the job posting



CLOSING

- Reinforces your interest in the position
- Thanks them for their time and consideration
- Includes a call to action
- Professional closing and your name



TAILOR & PERSONALIZE

- Letter is customized for the employer
- Company name is mentioned
- Position title is accurate
- Reflects the company's values or needs
- Not a generic or copied letter



FORMATTING & STYLE

- One page only
- Clean, professional formatting
- Easy to read (font size 10-12pt)
- Proper spacing and alignment
- Saved as PDF unless requested otherwise



FINAL CHECK

- No spelling or grammar mistakes
- Information is relevant and clear
- Tone is professional and confident
- File name is professional
(Example: Cody_ODonnell_CoverLetter.pdf)



COMMON COVER LETTER MISTAKES

- ✗ Sending a generic letter to every employer
- ✗ Repeating your resume word-for-word
- ✗ Focusing too much on what you want
- ✗ Being too long (keep it to one page)
- ✗ Spelling and grammar errors
- ✗ Not addressing the hiring manager
- ✗ Forgetting a call to action



NHCS TIP

A great cover letter connects your experience to the **employer's needs** and shows them why **you're the right fit**.

Employers read your cover letter to see if you can communicate clearly, pay attention to detail, and are genuinely interested in their opportunity.



NEED MORE HELP?

If you'd like personalized help with your resume, interview preparation or career planning, I'm here to help.



NextHitchCareers@outlook.com



709-765-1182



Next Hitch Career Solutions

COVER LETTER CHECKLIST & EXAMPLE

Helping You Land Your Next Hitch.



COVER LETTER TEMPLATE

Use this simple structure when writing your letter.

- 1 OPENING PARAGRAPH**
Introduce yourself and the position you're applying for. Mention how you found out about the opportunity and why you're interested.
- 2 MIDDLE PARAGRAPHS**
Highlight your relevant skills, experience and achievements. Explain how your background matches their needs and how you can add value to their team.
- 3 CLOSING PARAGRAPH**
Reinforce your interest, thank them for their time and mention you look forward to the opportunity to discuss your application further.
- 4 SIGN-OFF**
Use a professional closing (Sincerely, Best regards, etc.) include your full name.

★ EXAMPLE OPENING PARAGRAPH

"I am excited to apply for the [Position Title] position at [Company Name] as advertised on [where you found the job]. With my experience in [relevant skills/experience], I am confident I can contribute to your team and help [Company Name] achieve its goals."



EXAMPLE COVER LETTER

Cody O'Donnell

📞 709-765-1182 ✉ NextHitchCareers@outlook.com 📍 St. John's, NL

May 14, 2024

Hiring Manager
ABC Mining Solutions
123 Main Street
St. John's, NL A1A 1A1

Dear Hiring Manager,

I am excited to apply for the Heavy Equipment Operator position with ABC Mining Solutions as advertised on your careers page. With over 5 years of experience operating a variety of heavy equipment in fast-paced mining environments, I am confident I can make a strong contribution to your team.

Throughout my career, I have developed a solid track record of safely operating haul trucks, loaders and excavators while meeting production goals and maintaining a strong focus on safety. I am well-versed in daily inspections, preventative maintenance and following all safety procedures to ensure a safe work environment.

I take pride in my strong work ethic, attention to detail and ability to work effectively as part of a team. I am committed to continuous improvement and am always looking for ways to increase efficiency and support company success.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experience can benefit ABC Mining Solutions. I look forward to hearing from you.

Sincerely,

Cody O'Donnell

Cody O'Donnell



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