COVER LETTER CHECKLIST

Appearance and Format
____ Cover letter is one page in length and in business letter formatting
____ Language is professional and there are no grammatical or spelling errors
____ The standard font styles is Times New Roman, Arial, Palatino, and font sizes (10–12pt.); matches resume

Contact Information
____ Begin with your mailing address, followed by the date
____ Address the cover letter to the appropriate person with the appropriate prefix (Mr., Ms., etc.)
____ Job title of recipient and employer’s physical address are included
____ Greeting indicates name or job title and ends with a colon (Ex.: Dear Mr. Jones:, Dear Recruiter:, or Dear John Jones: )

First Paragraph
____ State reason for applying and how you learned of the job opening
____ Summarize strongest qualifications by emphasizing relevant skills that you bring to that company/organization
____ Demonstrate interest in the company/organization and the position

Body Paragraph(s)
____ Clearly show knowledge of the company and the position (use the job description and company website for help)
____ Use specific examples from past work/volunteer/education to demonstrate how your qualifications match the organization’s needs
____ Utilize action-oriented verbs to communicate past accomplishments
____ Focus on how your experiences/skills can help the organization accomplish its goals
____ Do not duplicate content word for word from the resume
____ Convey enthusiasm for the position
____ Avoid repetitive phrasing (Not every sentence begins with “I” or “My”)

Final Paragraph
____ Express interest in an interview
____ Include contact information (phone number and email) for the employer to contact
____ Thank the recipient for their time and consideration

Closing
____ Sign-off with a professional closing (Ex: Sincerely,)
____ If letter is printed, name is signed in the appropriate space
____ Include “Enclosure(s)” if sending a hard copy or “Attachment(s)” if emailing