

# 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

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Career Development Center

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