Cover Letter Checklist

A cover letter is a way to introduce yourself, give a glimpse of your personality and a sample of your writing skills. Send a cover letter with <u>every</u> application, unless you are instructed not to. It should be tailored for each application. Write with the reader in mind – what you have to offer them.

Formatting and Layout

☐ Font matches resume in style and size

☐ Margins are between ½ and 1¼ inches

☐ Letter does not exceed one page

☐ Letter looks clean and easy to read; white space is balanced with content

☐ Body of letter is single spaced with double spacing between paragraphs

Your letter should convey:

☐ Why you are a good fit for the position

☐ Your interest and enthusiasm for the position

☐ Your knowledge of the company

☐ What you have to offer as an employee (not what you hope to gain from this job)

Content

☐ Your contact information is provided at the top of the page, is easy to read and matches your resume

☐ Date is current, matches the date you will submit letter

☐ Contact person's name, title and address are listed and correct

☐ Greeting is addressed to a person (not "To Whom It May Concern")

☐ Subject/Regarding line (if used) includes job title and number

Introductory Paragraph

☐ Name of position (job number if applicable) and where you saw/heard about it is mentioned

☐ If you were referred for the position, this is explained

Middle (1 or 2) Paragraph/s

☐ 1-4 skills or qualifications are mentioned using wording from the job posting

☐ Specific examples of how skills have been used or developed are given

☐ Experiences/skills are not repeated verbatim from resume

☐ Acronyms and abbreviations are easily recognized in your field; your reader understands them

☐ Bullet points (if used) are simple, not distracting

Conclusion Paragraph

☐ Introduces your resume

☐ Includes appreciation/thanks for consideration

☐ Spells out desired action (usually an interview)

Closing

☐ A professional closing is used followed by 3-4 spaces for your signature, then your typed name

☐ Enclosure/attachment notation is typed 2 spaces below your typed name

Other Considerations

☐ Use spell check and have at least 3 people check grammar and spelling

☐ Print out to ensure it is easy to read and looks professional

☐ Print on only one side of the paper

☐ Print on white or ivory paper (heavier if possible) that matches your resume

☐ Mail flat if possible

☐ If submitting electronically, consider .pdf format

☐ No staples or paper clips are used on resume, cover letter, or reference page

☐ Everything in your cover letter is true; you are prepared to talk about any statement at an interview