

Cover Letter Check List

Overall Appearance

- ☐ Your name/address is formatted the same as your resume (name stands out and font is the same as the resume)
- ☐ Cover letter fits comfortably on one page (readable font type and 10-12 size font)
- ☐ Correct spacing (single spaced with double-spacing between paragraphs)
- ☐ Salutation –
 - Do not use “***Dear Sir or Madam***” or “***To Whom It May Concern***”
 - Address the letter to a specific person, or Hiring Personnel, or Attn: Human Resources, or a subject line with the job title (for example, Re: Career Services Manager Position)
- ☐ Sentence structure – only one or two sentences per paragraph begins with “I”
 - Do not start consecutive sentences and paragraphs with the same word
- ☐ Correct business format (left justification)
- ☐ Closure – type the word “Sincerely,” followed by four returns and your typed name
- ☐ Enclosure notation (double-spaced after your name)

Employer Contact Information

- ☐ Employer contact information includes the contact person’s full name, title, company name, and address

Paragraph Content

Content – Paragraph 1

- ☐ Identifies position applying for and how you learned about it
- ☐ Indicates why there is interest and/or enthusiasm for position
- ☐ Paragraph grabs the employer’s attention quickly by using creative wording

Content – Paragraph 2

- ☐ A minimum of two of your strongest qualifications and how these relate to the position are included
- ☐ Appropriate experiences, qualities, and accomplishments that make you the ideal candidate for the position are stated
- ☐ Expands on information from your resume (without repeating exact wording)

Content – Paragraph 3

- ☐ If not already mentioned, refers reader to enclosed resume
- ☐ Indicates a desire for an interview or suggests specific next steps (e.g. will follow up with a phone call)
- ☐ Thanks the reader for taking time to review information

Grammar, Spelling, Punctuation

- ☐ Error-free spelling
- ☐ Error-free punctuation
- ☐ Error-free spacing
- ☐ Grammar is appropriate
- ☐ Proper verb tense