

COVER LETTER CHECKLIST

Additional information and examples can be found on page 25 & 26 of our Resume Guide.

Format & Appearance

- One page in length and is organized into 3-4 paragraphs, single-spaced
- Document is written as a business letter and conveys a professional tone
- Consistent and appropriate font, spacing, and indentations

Organization

- Includes heading at the top, using same header as resume
- Contains the date of the letter at the top
- Includes employer's name, title, company, and address on the left
- Begins with "Dear Mr.____/Mrs.____/Dr.____" or "Dear Director of Human Resources/Hiring Manager"
- Organized in a manner that is easy to understand and follow
- Closes with "sincerely" and is signed or printed with the candidate's name

Content

- Tailored to a specific industry and job description
- Keywords and skills from the job description are incorporated appropriately

Paragraph One

- Opening indicates what position the candidate is applying for and describes the candidate's interest in the position in an engaging manner, enticing the employer to read further
- Conveys how the candidate learned about the position, including a connection's name if applicable
- Briefly states a couple of qualifications that displays how the candidate is a good fit

Paragraph Two & Three

- Describes what the candidate can offer related to what the employer is looking for, not what the employer can offer the candidate
- Provides concrete examples of when the candidate demonstrated or developed specific skills and experiences required by the position, beyond what is listed in the resume
- Highlights career experiences (jobs, internships, involvement, research), education (courses, class projects), qualifications, and accomplishments that demonstrate knowledge and skills necessary for the job
- Includes interest in the specific company and position
- Provides justification to why the candidate should be considered and persuades the reader to invite to interview

Paragraph Four

- Closes with a brief summary of qualifications and restates interest in the position and organization
- Indicates next steps and provides follow-up contact information
- Thanks the employer for his/her consideration

Punctuation & Grammar

- Punctuation, syntax, and grammar are exceptionally accurate and professional
- No spelling or grammar errors