

## Cover Letter Checklist

<b>Format: Does your cover letter pass the 30 second quick read?</b>		
Is the cover letter in a standard business-letter format?		
No more than one page long		
Have you signed your name? (this is applicable when delivering in person)		
Is the letter addressed to a named individual? (Try to avoid, To Whom It May Concern or Mr. /Ms. ect.)		
Professional appearance: white space, good choice of font (Calibri or Arial, 12 point), consistent format		
<b>Content: Does your cover letter clearly express how you meet the qualifications for a specific position?</b>		
Is the cover letter tailored for the specific job being applied for?		
Is the letter concise and to the point? Avoid sharing unrelated information. Keep it relevant.		
Does the cover letter state why you are writing, as well as, where you heard about the position?		
Does the letter project an image of a person the employer would like to get to know better? Have you read it from the employer's perspective?		
Have you told the employer what you can do for them rather than what the company can do for you?		
Have you requested action and told the employer that you will be in touch for an appointment?		
Ensure your cover letter is not a repeat of your resume. Make it complimentary. Avoid describing things in vague terms. Be specific		
Have you quantified and given examples of your accomplishments that demonstrate your skills?		

Have you demonstrated your knowledge of the company you are writing?		
<b>Editing: <i>Does your cover letter show effective written communication skills and an attention to detail?</i></b>		
Is every word spelled correctly?		
Are all grammar, syntax, punctuation, and capitalization correct?		