

# OSCPA Cover Letter Evaluation Form

**CPA Reviewer:** Thank you for your time and effort in reviewing the following cover letter for a future CPA. To be the most helpful, please be honest in your critiques. Check the box if you feel the cover letter meets the listed expectations, and add any comments as necessary. You may choose to fill out your contact information, or remain anonymous. Please remember all cover letters are to remain confidential. Thank you.

**OSCPA Student Member:** The following evaluation is the result of a detailed review of your cover letter by a CPA. Please take into consideration the amount of time and effort he/she volunteered in order to offer Student Members the opportunity to professionally polish their resumes and cover letters. You are welcome to resubmit your resume and/or cover letter for another review after any recommended revisions have been made.

**For questions or concerns, please contact OSCPAs Membership Manager, Michelle Sopp, at [msopp@oscpa.com](mailto:msopp@oscpa.com) or (405) 841-3800, ext. 3814.**

## 1. RESEARCH COMPLETE:

- Job desired is clearly stated;
- Tailored carefully to the specific job opening and employer;
- Demonstrates knowledge of the field and the position's requirements;
- Explains why background meets the organization's needs.

Comments:

## 2. EXPERIENCE:

- Does not rehash resume in the cover letter;
- Focuses on key aspects of background relating directly to job opportunity;
- Discusses special skills or qualities gained from personal, school or organizational experiences.

Comments:

## 3. ACCURACY:

- Addresses the letter to the person hiring for the position;
- Spelling of the name and person's title are correct as well as entire document's grammar, punctuation and spelling.

Comments:

**4. CONTACT INFORMATION:**

- Specifies contact information and time available for interview;
- CPA compliant status is listed.

Comments:

**5. ADDITIONAL SUGGESTIONS/COMMENTS:**

**6. REVIEWER'S CONTACT INFORMATION (optional):**

Name:

Firm/Company:

Position: