

COVER LETTER CHECKLIST

FORMAT AND APPEARANCE	YES	NO	COUNSELOR COMMENTS
Did I include my name, address, zip code, e-mail address, and telephone number?			
Is my cover letter an appropriate length? (One page preferred)			
Did I check and correct any spelling, grammar, and punctuation errors?			
Does the paper quality match my resume paper?			
Is the letter vertically centered on the page?			
Did I use a business letter format (full block, modified block, or indented format)?			
CONTENT			
Did I address my letter to an individual in a hiring position? If I could not find an individual, did I address it "Dear Employer" or "Dear Hiring Manager"?			
Does the first line state why I am writing the letter and the position for which I am applying?			
Was I concise and specific when discussing career goals and qualifications?			
Do I describe what I can contribute to an employer and not what I can get out of the organization?			
Did I include information that will intrigue the employer to read my resume, or did I just restate what is on my resume?			
Did I communicate actively by using strong verbs and avoiding contractions (e.g., I'd, didn't, it's)?			
Did I limit the use of sentences starting with "I"? Instead, did I use "This experience" or "In this internship, I demonstrated"?			
Is my cover letter tailored to my reader, showing that I have researched the organization?			
Have I demonstrated knowledge of the industry?			
Did I demonstrate enthusiasm and energy for the position?			
Did I refer to personal qualities that are crucial to success in the field?			
Did I tell the reader why they should hire me?			
Did I end my letter stating the action I will take next? For example, did I state that I would be calling to request an appointment to discuss the position?			