

COVER LETTER CHECKLIST

Before sending out your cover letter, always double (and triple) check to make sure everything is accurate, true, grammatical, spelled correctly, and the best representation of you for that position. Use this checklist to ensure you have the basics for a good application.

FORMATTING & LAYOUT

- ___ Cover letter is 1 page or less.
- ___ Name is at the top, big, bold, and clear.
- ___ Text is between sizes 10-12.
- ___ Text is legible in a readable font.
- ___ Margins are balanced and between 0.5-1 inch wide.
- ___ Cover letter is organized and easy to read.
- ___ Header matches the resume header and includes my name and contact info.
- ___ Address the letter "Dear Mr./Ms. [Hiring Manager's name]." (If I don't know their gender, address the letter "Dear [First + Last Name]." or Dear Hiring Committee)
- ___ Sign off cordially and formally with "Sincerely."

WRITING & EDITING

- ___ Everything is spelled correctly.
- ___ Industry specific words are spelled correctly according to each company's preferences.
- ___ Cover letter is skimmable—you can discern my experience in 30 seconds or less.
- ___ Everything is in the active voice.
- ___ Use strong action verbs.
- ___ Writing is clear and illustrative.
- ___ Write to the audience (i.e. the hiring manager).
- ___ Writing is confident and engaging in a professional tone.

CONTENT

- ___ Include the job title and company name in the body of the letter.
- ___ Show interest in the company's work and goals.
- ___ The skills and experience match the employer's requirements.
- ___ Cover letter does not repeat, rehash, or summarize the resume.
- ___ Expand upon the resume through anecdotes, examples, or short narratives.
- ___ Anticipate and answer potential questions the hiring manager may have.
- ___ Show accomplishments and results, not just tasks.
- ___ Focus on what you can do for the company, not what they can do for you.
- ___ Everything included is a true and positive representation of yourself.
- ___ All dates and locations are accurate.