

Career Services Checklist: Cover Letter Checklist



Overall

1. Utilizes correct business letter format.
2. Addressed to a specific person by name and title.
3. Concise; limited to one page.
4. Does not overuse first person “I” to begin sentences and paragraphs.
5. Avoids using qualifiers (i.e. I feel, I think, in my opinion, etc.).
6. Sentence and paragraph structure is well thought out and is easy to read.
7. The reader will immediately understand the purpose of the letter.
8. Doesn’t restate exactly what is in your résumé.
9. Customized to a specific position—shows how your qualifications match their requirements.
10. Letter is employer focused throughout using the job description to focus on employer needs.
11. Reflects research and knowledge of the company.
12. Career Center has proofread your cover letter; there are no errors.
13. Printed on the same paper as your résumé.
14. Letter is signed.
15. Use high-quality, cotton fiber paper for your résumé (which you can purchase in the Career Center) in white, ivory or pale grey.
16. Converted to pdf. document if sending electronically to eliminate compatibility errors.

First Paragraph

1. References a specific position; not a form letter.
2. Specifies what interested the writer in the organization.
3. Mentions person/people who recommended the organization to writer.
4. Reflects writer’s strong interest in the organization and the research done.

Middle paragraph/s

1. Emphasizes writer’s strongest qualifications for the job and any experience that matches employer needs.
2. Highlights parts of writer’s résumé that directly relate to the position sought.
3. Expands on certain job related aspects of writer’s background that résumé format does not permit.

Final Paragraph

1. Thanks the reader for his/her time and consideration.
2. Offers to provide any additional information needed.
3. Asks for an opportunity to talk with employer further, perhaps in an interview.
4. States that the writer will follow up in a specified time frame (if appropriate).