

# Cover Letter Checklist

<b>Layout &amp; Format</b>	
Does your cover letter header match your résumé header?	
Is your cover letter appropriate in length, (i.e. no more than one page)?	
Did you address the resume appropriately? Date, Mr./Ms./Dr. First Name Last Name, Company Name, Address, City, State, Zip code	
<b>Introductory Paragraph</b>	
Did you identify the specific position for which you are applying?	
Did you indicate how you learned of the employment opportunity/opening/job posting?	
Do not be afraid to “name drop” mutual friends/family/acquaintances, recruiters, if appropriate.	
<b>Body Paragraph(s)</b>	
Did you articulate why you are interested in the position?	
Did you highlight your qualifications relative to the job and organization for which you are applying?	
Did you mention specific experiences from your past that are relative to the job for which you are applying?	
Did you highlight what you have done (school, work experience, leadership, activities, honors, etc.) relative to that which you are applying?	
Did you make sure to elaborate on experiences that you weren't able to on your résumé?	
<b>Content</b>	
Did you highlight what makes you the top candidate for the position?	
Did you articulate what specific knowledge, skills, or abilities you possess that will benefit the company?	
Did you showcase your enthusiasm and knowledge of the company/position?	
Did you showcase your personality in an intriguing and professional manner?	
Did you show your interest in the organization's values, purpose, mission and reputation? Make sure to illustrate how your attributes mirror the organization's culture.	

## Closing Paragraph

Did you specifically ask them for an interview opportunity?

Did you include your phone number, email address, or ways in which they can contact you if they have any questions?

Did you thank them for taking the time to read your letter?

Did you sign the document at the end of the letter?

## Final Review

Make sure you didn't just restate your resume in your cover letter, provide examples of how you demonstrated your marketable skills in your work.

Add some numbers to add value to your work "I trained eight people," or "I crafted communication for a company with over 200 individuals"?

Make sure to proofread for any grammatical and punctuation errors.

Make sure to have someone look over your cover letter for a second opinion. (Writing Center)

## Tips & Tricks

- Focus less on what you expect from the company, and more on what benefits you will provide that company
- Know someone at the company? Name drop!
- Be genuine; be yourself!
- Show excitement and enthusiasm in your cover letter to show them you are passionate and thrilled for this opportunity