|  |  |  |
| --- | --- | --- |
| **Layout and Format** | **Y/N** | **Comments** |
| |  | | --- | | Is the cover letter one page in length? | | Y |  |
| |  | | --- | | Are the **margins** between 0.5” and 1”? | | Y |  |
| |  | | --- | | Is the **font style** polished and professional*? (Times New Roman, Arial, or Calibri recommended)* | | Y |  |
| |  | | --- | | Is the **font size** between 10 and 12? | | Y |  |
| |  | | --- | | Is the cover letter single or 1.5 spaced? | | Y |  |
| |  | | --- | | Does the writer use only 1 font color? *(Black preferred)* | | Y |  |
| |  | | --- | | Is a business letter format followed using a professional tone? | | Y |  |
| |  | | --- | | Is the cover letter tailored to match the needs of the position outlined in the position description? | | Y |  |
| |  | | --- | | Is the cover letter **consistently formatted**? | | Y |  |
| **Content: Contact Information** | **Y/N** | **Comments** |
| |  |  | | --- | --- | | |  | | --- | | Does the writer include their **full name**? | | | Y |  |
| |  | | --- | | Does the writer include a **professional email address**? | | Y |  |
| |  |  | | --- | --- | | |  | | --- | | Does the header include a **phone number**? | | | Y |  |
| |  | | --- | | **Content: Header** | | **Y/N** | **Comments** |
| |  |  | | --- | --- | | |  | | --- | | Does the writer include the **current date** in between their contact information and the header? | | | Y |  |
| |  |  | | --- | --- | | |  | | --- | | Does the writer start the heading off with listing a **specific person** and their **title** within the organization? | | | N | There was no specific person given. I say “Human Resources Director” |
| |  |  | | --- | --- | | |  | | --- | | Does the writer include the **organization’s specific information** (employer name, street address, city, state, and zip code)? | | | Y |  |
| |  |  | | --- | --- | | |  | | --- | | Does the writer **address** the cover letter to the specific individual identified in the header? | | | N | There was no specific person given. I say “Human Resources Director” |
| **Content: 1st Paragraph** | **Y/N** | **Comments** |
| |  |  | | --- | --- | | |  | | --- | | Does the writer start the first paragraph with a **strong statement** to capture the reader’s interest? | | | Y |  |
| Does the writer note which **specific position** they’re applying for and **why** they’re interested in this position? | Y |  |
| Does the writer include **prior contact** with the employer or employees in the organization (if applicable)? | Y |  |
| Does the writer share **knowledge** of the company, their mission, or values showing they’ve conducted research? | Y |  |
| |  | | --- | | **Content: 2nd Paragraph** | | **Y/N** | **Comments** |
| |  |  | | --- | --- | | |  | | --- | | Does the writer choose 1-3 **relevant experiences** and provide specific examples of their accomplishments? | | | Y |  |
| |  |  | | --- | --- | | |  | | --- | | Does the writer echo the **language and terminology** used in the position description and employer’s website? | | | Y |  |
| |  |  | | --- | --- | | |  | | --- | | Does the writer **answer the questions**: why are you qualified? What makes you stand out from other candidates? | | | Y |  |
| |  |  | | --- | --- | | |  | | --- | | Does the writer **connect** their knowledge, skills, and abilities to the position description? | | | Y |  |
| |  | | --- | | **Content: 3rd Paragraph** | | **Y/N** | **Comments** |
| |  |  | | --- | --- | | |  | | --- | | Does that writer restate their **goal** and why this position interests them? | | | Y |  |
| Does the writer tie their skills and experiences back to how they will **contribute** to the organization? | Y |  |
| Does the writer indicate their interest in the **next steps** of the hiring process? | Y |  |
| Does the writer thank the reader for their time and consideration? | Y |  |
| |  | | --- | | **Content: Closing** | | **Y/N** | **Comments** |
| Does the writer conclude their cover letter with ‘Sincerely’? | Y |  |
| Does the writer include their signature at the end of their cover letter? | N | The letter is being sent electronically and therefore does not need a handwritten signature |