**Cover Letter Checklist**

**Formatting**

* Format should include:
  + Hiring manager name and title
  + Company name and address
  + Salutation
  + Introduction paragraph
  + Middle two and three paragraphs
  + Closing paragraph
  + Sign-off
  + Signature/name
* The heading should match your resume heading; avoid using headers and footers.
* Font size and type should match your resume (no larger than 11 points).
* Check spelling, grammar, and punctuation.
* Ensure the tense (present, past, or future) is consistent.
* Indents and spacing should be consistent throughout the cover letter.
* For the salutation, use the name of the hiring manager or leave blank.
* For the sign-off, use “Best,” “Regards,” “Best Regards,” or “Cordially.”
* Keep the length of the cover letter to one page with three to five paragraphs.

**Content**

* Customize every cover letter to the specific position.
* Utilizing your STAR statements, highlight achievements and attributes that are relevant to the specific job description.
* Explain a career transition (if relevant) and why you decided on this field.
* Use statistical information (when possible) to represent accomplishments.
* Showcase positive information about the company to show you have done your research.
* Express interest and excitement as to why you want to work for the company.
* Don’t cut and paste your resume into a cover letter.
* Be careful not to overuse “I” when starting sentences.