**Reviewer’s Checklist – Cover Letter RD Date of Review: 2/4/2022**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reviewer’s Name:** | **Author’s Name: Aidan Hopper** | |
| **+/-** | **Component** | **Reviewer’s Comments:** | **Codes:**  **(0 if OK)** |
| + | 1. Length 1 page |  | 0 |
| + | 1. Letterhead with contact info; size of font? |  | 0 |
| + | 1. Separator line- what character is used? |  | 0 |
| + | 1. Paragraph on work experience |  | 0 |
| + | 1. Paragraph on education and classes |  | 0 |
| + | 1. Enclosures? Resume? |  | 0 |
| + | 1. Font 11 – 12 pt for most of document; universal font used? Which? |  | 0 |
| + | 1. Formal salutation; not “to whom…”- Has recipient’s name and address; ends with colon dear: | No colon = 107 |  |
| + | 1. Dated |  | 0 |
| + | 1. Source of position identified; job number mentioned if available |  | 0 |
| + | 1. Follow-up suggested |  | 0 |
| + | 1. Experience and Technical skills covered |  | |
| + | 1. Real experience given |  | |
| + | 1. Specific details provided |  | |
| + | 1. Layout clean and clear; whitespace balanced |  | |
| + | 1. Signature space |  | |
| + | 1. Respectful closing |  | |
| + | 1. Spelling |  | |

**KEY:**

**+**  = ok as it is

/ = needs minor work

**-** = could use more work

**NOTE**: Please be sure to complete this with thoughtful, informational comments. If many are blank, you will lose points as a reviewer.