

Layout and Format	Y/N	Comments
Is the cover letter one page in length?	Y	
Are the <b>margins</b> between 0.5” and 1”?	Y	
Is the <b>font style</b> polished and professional? ( <i>Times New Roman, Arial, or Calibri recommended</i> )	Y	
Is the <b>font size</b> between 10 and 12?	Y	
Is the cover letter single or 1.5 spaced?	Y	
Does the writer use only 1 font color? ( <i>Black preferred</i> )	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 <b>consistently formatted</b> ?	Y	
Content: Contact Information	Y/N	Comments
Does the writer include their <b>full name</b> ?	Y	
Does the writer include a <b>professional email address</b> ?	Y	
Does the header include a <b>phone number</b> ?	Y	
Content: Header	Y/N	Comments
Does the writer include the <b>current date</b> in between their contact information and the header?	N	
Does the writer start the heading off with listing a <b>specific person</b> and their <b>title</b> within the organization?	N/Y	
Does the writer include the <b>organization’s specific information</b> (employer name, street address, city, state, and zip code)?	Y	

Does the writer <b>address</b> the cover letter to the specific individual identified in the header?	Y	
<b>Content: 1<sup>st</sup> Paragraph</b>	<b>Y/N</b>	<b>Comments</b>
Does the writer start the first paragraph with a <b>strong statement</b> to capture the reader's interest?	Y	
Does the writer note which <b>specific position</b> they're applying for and <b>why</b> they're interested in this position?	Y	
Does the writer include <b>prior contact</b> with the employer or employees in the organization (if applicable)?	Y	
Does the writer share <b>knowledge</b> of the company, their mission, or values showing they've conducted research?	Y	
<b>Content: 2<sup>nd</sup> Paragraph</b>	<b>Y/N</b>	<b>Comments</b>
Does the writer choose 1-3 <b>relevant experiences</b> and provide specific examples of their accomplishments?	Y	
Does the writer echo the <b>language and terminology</b> used in the position description and employer's website?	Y	
Does the writer <b>answer the questions</b> : why are you qualified? What makes you stand out from other candidates?	Y	
Does the writer <b>connect</b> their knowledge, skills, and abilities to the position description?	Y	
<b>Content: 3<sup>rd</sup> Paragraph</b>	<b>Y/N</b>	<b>Comments</b>
Does that writer restate their <b>goal</b> and why this position interests them?	Y	
Does the writer tie their skills and experiences back to how they will <b>contribute</b> to the organization?	Y	
Does the writer indicate their interest in the <b>next steps</b> of the hiring process?	N	
Does the writer thank the reader for their time and consideration?	Y	
<b>Content: Closing</b>	<b>Y/N</b>	<b>Comments</b>
Does the writer conclude their cover letter with 'Sincerely'?	Y	

Does the writer include their signature at the end of their cover letter?	Y	
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