**Cover Letter Checklist**

* Has your personal information on the top, just like your resume.
* Includes the date
* Addresses the person you are writing to with the company address
* First paragraph consists of the position you are applying for, how you heard of it and expresses interest in the position.
* Second paragraph consists of your qualifications for the job; skills, talents, accomplishments, and personality traits. Also describes why you think you would fit into the company.
* Third paragraph mentions the enclosed resume, gives them ways to contact you easily for a follow up interview and closes by saying thank you.
* The closing has 3 blank lines between Sincerely, and your typed name. When printed, sign the letter in this blank area.
* Shows energy and enthusiasm for the job.
* Uses action verbs
* Is error free

\*\*\* If you are emailing this, email it as a PDF.

\*\*\* If you are sending this on paper with your resume, print it on the same paper you printed your resume on.