**Cover Letter Self Evaluation and Checklist**

**Name on Documents Being Evaluated: Minh Nhat Vo**

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| **Cover Letter Checklist** | **Good** | **Needs Work** |
| 1. Verify your contact information and the employer information, triple-check both your contact info and the info of potential employer. | x |  |
| 2. Confirm use of a professional greeting, Dear First Name, Last Name. (Dear Hiring Manager if don’t have the name) | x |  |
| 3. Make sure it’s the right letter, and that it’s referencing the correct position and the correct company throughout. | x |  |
| 4. Follow format, start with the **Introduction Paragraph**, should include info on why you are writing, the position and where the job listing was found. Include the name of a mutual contact, if available. |  | x |
| 5. Follow format for **Body Paragraph**, should include what you have to offer the employer and mention specifically how your qualifications match the job. Remember it should interpret the resume, not repeat it. |  | x |
| 6. Follow format for **Closing Paragraph**, should concludeby thanking the employer for considering you for the position. Reiterate your interest in the position (impactful closing statement). Include information on how you will follow up and how you can be reached. | x |  |
| Notes: |  |  |