

Checklist: Cover Letter

Targeted to Role

- ☐ My cover letter is targeted to a specific job posting. (General cover letters tend to not be effective).
- ☐ My cover letter refers to the keywords, experiences, and skills found in the job posting.
- ☐ I demonstrate my interest and preparation for the role by talking about work and/or educational experiences that show I can perform the job duties.
- ☐ I list 2-3 specific achievements relevant to the job duties described in the job posting.

- ☐ My cover letter mentions at least once, preferably in the introduction, why I am interested in this specific job or company/organization.
- ☐ (*If switching careers*): My cover letter summarizes the reasoning behind my career change.

General

- ☐ The spelling and grammar in my cover letter are correct.
- ☐ My cover letter does not include negative language.

- ☐ My cover letter concludes with:
 - ☐ a statement of thanks
 - ☐ a salutation and signature
 - ☐ any pertinent details about further communication or time-frames in the last paragraph

Body Paragraphs

- ☐ The body paragraphs in my cover letter contain 2-3 examples that detail individual work experiences, as opposed to just including descriptions of my general job duties.
- ☐ I include at least one example that describes how I used code or other technical skills to develop a product or solve a problem.
- ☐ I include at least one example showcases my work ethic, communication skills, teamwork and leadership abilities.

Visual Style

- ☐ My cover letter is one page and concise.
- ☐ My cover letter project is submitted in .pdf format.
- ☐ My cover letter is about around 4-5 paragraphs in length.
- ☐ My cover letter is dated correctly (day, month, & year).
- ☐ My cover letter is addressed to the hiring manager or hiring team of the organization or company.
- ☐ My cover letter heading clearly provides contact information, at minimum email and phone number.
 - ☐ This is the same heading information that I included in my resume.

- ☐ The text within my cover letter is aligned to left axis or justified.
- ☐ Within my cover letter, there are no inconsistencies in font color, type or size; margin-size; spacing; and formatting in general.
- ☐ I use a professional font for my cover letter.
 - ☐ I use a font size between 10-12 pt

