Here's a checklist to ensure you've covered all your bases in your Cover Letter. We encourage you to [make a copy of this Cover Letter template](https://docs.google.com/document/d/1T7w31bcAPiyaRqnWA1jrZRIy1-JPnH27chKK2bPf3UA/copy) and to refer to the **Polish Your Portfolio module** to learn more about how to complete each step below.

**You can check off each checkbox as you complete each criteria.**

FORMATTING

* 1. Fit the cover letter into one page
* 2. Use an 11- or 12-pt professional font consistently throughout
* 3. Include a header with contact information that matches the resume
* 4. Keep consistent spacing between paragraphs
* 5. Ensure your cover letter file name includes your name and date
* 6. No typos

CONTENT

* 7. Write it in an enthusiastic tone, showing excitement for the role
* 8. Write in a professional and engaging tone that is not too informal (e.g. uses slang, exclamation points) or too formal (e.g. “To whom it may concern”)
* 9. Address a specific person at the organization or a specific team
* 10. Identify the role being sought within the first paragraph
* 11. Make clear why you are interested in the role
* 12. Begin the letter with a strong, interesting hook
* 13. Identify 2+ strongest qualifications for the role and support it with evidence from your experience
* 14. Further explain why interested in this position at this specific company/organization
* 15. Thank the reader for taking time to review cover letter
* 16. Close with confidence, enthusiasm, and gratitude