

Cover Letter Checklist

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- ☐ Make sure your cover letter is specific to the job and shows your passion for the company.
- ☐ The content should also demonstrate a well-researched and informed perspective on the company. Stay positive—don't refer to any bad press.
- ☐ Write the letter with the employer's needs and job requirements in mind. Describe exactly how you and your skills can help meet those needs.
- ☐ Open your letter with: Dear (Name of direct hiring manager if known) or Dear Hiring Manager, Dear Human Resources Representative. DO NOT open your cover letter with: Dear Sir, Ladies and Gentlemen or To whom it may concern.
- ☐ Include the exact job title and job reference code (if available) in the first paragraph of your cover letter. There may be several positions with the same title, and a reference code will help distinguish the position.
- ☐ Make sure the tone of your cover letter is straightforward and businesslike. Use action words (e.g., "built" or "achieved" or "created") to describe past accomplishments and results.
- ☐ Use language that is simple, clear and to the point.
- ☐ Do not include personal information like marital status, children or disabilities.
- ☐ Did you say exactly how and when you'll follow up with them? Don't forget to mark your calendar.
- ☐ Close with "Sincerely."

Overall Appearance

- ☐ Your document should appear neat, clean and professional. Use hard returns between paragraphs and one-inch margins all around.
- ☐ Select a font and font size that matches your resume, so both documents look like they belong together as a unit.
- ☐ Avoid using multiple colors, fancy bullet styles or multiple fonts.
- ☐ Limit your letter to three to or four paragraphs (one or two if it's the email/text format), and keep it to one page.

Additional Tips

- ☐ Find a friend, colleague, professor or experienced family member to take a look at your cover letter and offer feedback.
 - ☐ Print your letter and read it out loud. This often helps you catch errors or oddities that you or spellcheck wouldn't otherwise catch.
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