

# Cover Letter Checklist

I. FORMAT:	Y/N?	Notes:
Full page but not overcrowded		
Same header as resume or standard business letter format.		
Professional e-mail is listed		
The letter is dated and addressed to a specific person or department.		
Total of 3-4 paragraphs with a line skipped between each paragraph.		

II. INTRODUCTORY PARAGRAPH:	Y/N?	Notes:
States specific position you are applying for.		
Expresses interest and informs the organization why you want to work for them in this specific role.		
Highlights 2-3 key skills relevant to the position you are applying for.		
Appropriate length, typically 3–5 sentences.		

III. BODY OF LETTER (1 or 2 paragraphs):	Y/N?	Notes:
Each paragraph should focus on 1-2 of the skills you highlighted in the introductory paragraph.		
Provide results-oriented examples of when you used those skills in the past.		
Explain how your previous experience prepares you for specific aspects of the job.		

IV. CLOSING:	Y/N?	Notes:
Reiterate interest/eagerness to contribute your skills to their organization's team.		
Thank them for their time and consideration.		
Indicate that you would appreciate the opportunity for an interview.		

V. BEFORE YOU SEND:	Y/N?	Notes:
Check grammar and spelling; look for typos.		
Convert letter to a pdf.		
Give the document a professional, descriptive title, such as "Smith, Cover Letter."		