

# Cover Letter Checklist

## First Steps:

- Visit the cover letter section of the Career Center website.
  - Explore the cover letter samples section to find one that may work for you.
  - Utilize online resources to easily and quickly create a professional cover letter which you can then download and print.
  - Compare your cover letter to the checklist below to ensure that it meets the criteria for a targeted cover letter.
  - Our coaching staff can review your cover letter during walk-in hours.
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## Checklist:

- My cover letter is in a business letter format.
- My introductory paragraph indicates the specific position or field I am seeking.
- My introductory paragraph motivated the reader to continue.
- I demonstrate interest in the organization / field.
- I address specific skills, experiences, or education that the organization / field is seeking.
- I have thanked the reader.
- My contact information is included (phone number and email address).
- I have indicated my next step.
- If I read only the first sentence of each paragraph, I get the message of the cover letter.
- My cover letter "flows" smoothly. Similar skills are grouped in the same paragraph.
- My purpose for sending the letter to the reader is clear.
- My cover letter comes off as personal, warm, and professional.
- I have used active voice and action verbs.
- My sentences are easy-to-read, with varied structure and length.
- There are NO spelling or grammatical errors in my cover letter.
- I have signed my cover letter.