



## Cover Letter Checklist

You finished your cover letter! Before you send it off, double-check it with our checklist below.

*Look at your cover letter and double-check the following items:*

- Is your cover letter less than one page (or the length specified by the employer)?
  - A standard cover letter is no longer than one page unless the job application specifies it can be longer.
- Is your cover letter written in a standard business letter format?
  - The format of your cover letter should be that of a standard business format.
  - Your tone should be professional yet personal.
- Does your cover letter have a date at the top of the page?
- Did you use a standard font (such as Ariel or Times New Roman) in 11 or 12-point font?
- Did you address your cover letter to a specific person?
  - Try, if possible, to address your cover letter to a specific person.
- Does the introductory paragraph of your cover letter correctly state the position you're applying for, the company or organization, and forecast the qualities that make you a right fit for the job (think of it like a thesis)?
- Does the body of the cover letter state why you are a good fit for the position and organization or company and how you would benefit them?
- Did you include, if relevant, information requested by the employer such as a job reference number, employment availability date, or other information?
- Is the content in your cover letter distinct from the information on your resume?
  - Remember that your cover letter is an opportunity to share information *not* on your resume. Try not to just repeat information you've already stated on your resume. What are the skills and qualities that aren't quantifiable on a resume (Are you a hard worker? Do you work well in groups or without supervision? Are you a fast learner or able to quickly comprehend or recall information?).
- If you described your academic background, is your language free of jargon?
  - Remember that not everyone is an expert in your field. Show your resume to a friend or trusted colleague in another field and ask them to double-check your jargon. Does your cover letter translate beyond academia?

- Did you use key words mirrored in the job description itself?
- Does your cover letter sound personable and genuine?
- Did you demonstrate your enthusiasm for the position and how you understand their mission, values, and accomplishments as a company or organization?
  - Remember that your cover letter should be *specific* to the company or organization you are applying to. Do not use a standard cover letter that is mass mailed to organizations.
- Did you include your contact information?
- Does your cover letter coordinate with your resume by having the same font and layout?
- Did you have a friend or trusted colleague proof read and critique your cover letter?
  - Proofread your cover letter. Ask a friend or colleague to proofread and critique it.