

## **COVER LETTER CHECKLIST**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Is the cover letter tailored for the specific job being applied for?
<input type="checkbox"/>	<input type="checkbox"/>	Is the cover letter in a standard business-letter format? See template
<input type="checkbox"/>	<input type="checkbox"/>	Has it been kept to 1-page?
<input type="checkbox"/>	<input type="checkbox"/>	Have you signed your name? (This is applicable when delivering in person)
<input type="checkbox"/>	<input type="checkbox"/>	Is every word spelled correctly?
<input type="checkbox"/>	<input type="checkbox"/>	Are all grammar, syntax, punctuation, and capitalization correct?
<input type="checkbox"/>	<input type="checkbox"/>	Does the cover letter state why you are writing, as well as, where you heard about the position?
<input type="checkbox"/>	<input type="checkbox"/>	Is the letter concise and to the point?
<input type="checkbox"/>	<input type="checkbox"/>	Does the letter project an image of a person the employer would like to get to know better?
<input type="checkbox"/>	<input type="checkbox"/>	Have you read it from the employer's perspective?
<input type="checkbox"/>	<input type="checkbox"/>	Is the letter addressed to a named individual? (Try to avoid, To Whom It May Concern or Mr. /Ms. ect.
<input type="checkbox"/>	<input type="checkbox"/>	Have you told the employer what you can do for them rather than what the company can do for you?
<input type="checkbox"/>	<input type="checkbox"/>	Have you requested action and told the employer that you will be in touch for an appointment?
<input type="checkbox"/>	<input type="checkbox"/>	Ensure your cover letter is not a repeat of your resume. Make it complimentary.
<input type="checkbox"/>	<input type="checkbox"/>	Avoid describing things in vague terms. Be specific
<input type="checkbox"/>	<input type="checkbox"/>	Avoid sharing unrelated information. Keep it relevant
<input type="checkbox"/>	<input type="checkbox"/>	Have you quantified and given examples of your accomplishments that demonstrate your skills?
<input type="checkbox"/>	<input type="checkbox"/>	Have you demonstrated your knowledge of the company you are writing?