

## Cover Letter Checklist

- \_\_\_ Have you created a concise cover letter with a brief opening stating your interest, a body highlighting your experience, and a closing indicating your intention to follow up?

### BEGINNING

- \_\_\_ Is the contact name and the company correct?
- \_\_\_ Is the letter addressed to a specific individual, if possible?
- \_\_\_ Does the letter mention the position for which you are applying and where you found it listed in the opening part of your cover letter?
- \_\_\_ Is your personal information (name, address, home phone, cell phone, email, etc.) correct?
- \_\_\_ If you have a contact within the company, have you mentioned him/her in the beginning?

### BODY

- \_\_\_ Is the body of your cover letter tailored to the position for which you are applying?
- \_\_\_ Does the body highlight the parts of your experience that fit with the job for which you are applying?

### CLOSING

- \_\_\_ How have you specifically indicated your intention to follow up?

### OVERALL

- \_\_\_ Is your cover letter focused, concise, clear and well-organized?
- \_\_\_ If you have a gap in your employment history, have you explained it in your cover letter?
- \_\_\_ Have you checked to make sure your cover letter is free of spelling, grammatical, and typographical errors?
- \_\_\_ Have you read the cover letter out loud to make sure there are no missing words?
- \_\_\_ Do you have a copy (both hard and electronic) of the cover letter for your records?
- \_\_\_ Is the cover letter signed, if you are mailing it? Blue ink is suggested.
- \_\_\_ Is your cover letter printed on good quality paper that matches your résumé?
- \_\_\_ Have you kept your cover letter to one page or less?

#### References:

[www.careers.wvu.edu](http://www.careers.wvu.edu)

Liberal Arts Career Center—UT

Careers.gmu.edu/student/resume/resources/checklist.pdf

[http://resources.educationamerica.net/r\\_tips7.html](http://resources.educationamerica.net/r_tips7.html)

Various Books on résumés  
available in our office

