Cover Letter Checklist

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# Tasks:

☐ **Basics**

☐ **Maintain all cover letters to a single page.**

☐ **Address the letter to a person and check for spelling of the person's name and the exact title.**

☐ **Tailor the letter to the reader to show that you are interested in and have researched the organization.**

☐ **Use your own words.**

☐ **Demonstrate energy and enthusiasm.**

☐ **Emphasize what you offer the employer.**

☐ **Give concrete examples of your skills.**

☐ **Use direct, positive language.**

☐ **Keep a balance between professionalism and friendliness.**

☐ **Include information relevant to the job you are applying for.**

☐ **Clearly ask for the next step in the process.**

☐ **Writting Style**

☐ **Keep your average sentence ten to twenty words.**

☐ **Keep every paragraph under five lines.**

☐ **Make sure your sentences begin with or contain powerful action verbs.**

☐ **Make effective use of "white space", making your letter easy to read.**

☐ **Contact Information**

☐ **Your personal data should be on every page.**

☐ **Omit your business number.**

☐ **If your letter is more than one page long, each page should be numbered and all the pages should be bound together.**

☐ **Objectives**

☐ **Clearly state why you are writing.**

☐ **If you have the details, tie the letter specifically to the target organization and job.**

☐ **Demonstrate that you have researched the company by including some information in one or more of your sentences.**

☐ **Address points of relevance, such as applicable skills from the job description.**

☐ **Include references to some of your personality or behavioral traits that are crucial to success in your field.**

☐ **Avoid wasting more space than required with employer names and addresses.**

☐ **Omit any reference to reasons for leaving a particular job.**

☐ **Omit any references to past, current, or desired salaries.**

☐ **Avoid listing irrelevant responsibilities or job titles.**

☐ **Sell yourself: mention your achievements and the problems you have successfully solved during your career.**

☐ **Avoid vagueness.**

☐ **Leave out lists of references and only mention the availability of references.**

☐ **Correspondence Tips**

☐ **Always send a letter with a resume, never a resume alone.**

☐ **Proofread for poor grammar, spelling, and typos.**

☐ **Type all letters.**

☐ **Make paragraphs approximately the same length.**

☐ **Keep a copy of the cover letter for your records.**