

Cover Letter Review Checklist

How to use:

Please make a copy of this document to use as a tool to review your cover letter

GENERAL FORMAT

Ensure formatting is similar to that of [this example](#).

Complete

Check List Items

- Content font: 10-12pt font size

- Margins 0.5"-1.0"

- Font same as resume - Sans serif / typical font type: Times New Roman, Arial, Calibri etc.

- Single-space paragraphs without indents; double space between paragraphs; 1 page

- Header includes your name and contact information, followed by the date, then the contact information of the employer

- Greeting addresses the hiring manager as closely as possible (if name is not included, use "Hiring Manager" or "Hiring Committee" instead.

- Includes header, opening paragraph, at least 2-3 body paragraphs, and a closing paragraph

- Verify names, titles, and contact information. This includes your information and the employers.

- Meets requirements - if applicable addresses specific prompt, length, job reference #, availability, etc.

- No abbreviations or acronyms unless introduced once first

- No typos, spelling errors, or other details that could undermine your efforts

- Document saved with appropriate title (name, date) and format (.doc or PDF)

GENERAL CONTENT REVIEW

- Concise, written in an active voice

- Expands on your resume (does not repeat your resume) - provides more context, details, etc.

- Demonstrates specific interest in the employer and the position

- Clearly communicates why you are a good fit for the position and a value add to the employer

- Incorporates keywords from the job description strategically and industry specific language

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ADVANCED CONTENT REVIEW

Complete**Check List Items**

- Opening paragraph includes position you're applying for, how you learned about it, and summary of interest and key strengths (think of this like a thesis statement)

- Body of letter clearly expresses why you're interested in this specific position and company, incorporating key or unique findings from your research, demonstrating interest

- Body includes most relevant and specific examples of successes, skills, and knowledge as it relates to the position's qualifications and responsibilities

- Body expands on experiences that invite the employer to review your resume - does NOT reiterate your resume

- Body connects the dots between your experience, the opportunity, and your career aspirations

- First sentence of each paragraph summarizes the content of the paragraph

- Avoid starting too many sentences with "I"

- Avoids repeating the same words and/or phrases

- Avoid cliché phrases like "proven track record" - rather be specific about your skills and experience

- Closing paragraph includes a summary of why you want the position and how you are a good fit

- Closing paragraph includes the best way to contact you (email and phone number) and reiterates your interest and excitement

- Closing paragraph demonstrates gratitude for the hiring manager's time and consideration

- Includes formal closing (Sincerely, Best regards, Kind regards, etc.) and signed your full name

- Entire letter flows well and is easy to follow; smooth transitions from each paragraph