

COVER LETTER REVIEW CHECKLIST

Background			
Job Target			
General Overview			
	Yes	No	Comments
Is the letter in standard business format?			
Does the letter appear original (not mass-produced)?			
Does the letter have a clear, easily identifiable objective?			
Is the letter neatly organized, concise, and sharply focused?			
Is the letter short, no longer than one page, with concise paragraphs, no longer than three to five sentences in length?			
Is the letter free of grammar, syntax, punctuation, and capitalization errors?			
Is the letter visually appealing?			
Did the letter use the same formatting layout, font, and style as your resume?			
Header			
	Yes	No	Comments
Is your name, address, and contact information as it appears on your resume?			
Does the letter include a date? Tips: Hard return below header, left or right aligned. Should be dated to date written, but updated as needed depending on date of submission.			
Does the letter include the addressee's name, title, department, organization and address?			
Optional: Reference line (Re:) including title and requisition number of position.			
Does the letter address a specific person? Did you use proper title (Mr., Ms., Dr., etc). If addressee is unknown, did you use a gender neutral salutation?			
First Paragraph—Opening			
	Yes	No	Comments
Does the paragraph list a specific position for which you have applied?			
Does the paragraph list when and where you learned of the position?			
If you were referred, did you mention the referrer's name in this paragraph?			
Second Paragraph—Summary of Experience			
	Yes	No	Comments
Does the paragraph summarize your experiences and qualifications as they relate to the position for which you are applying?			
Is the paragraph focused and succinct? No more than three or four sentences.			
Do you use numbers, or other relevant measures to show impact or breadth of experience?			

Third Paragraph—Qualifications/Accomplishments

	Yes	No	Comments
Does the paragraph mention the specific needs of the employer, or the requirements of the job?			
Did you clearly address the employer's needs with specific examples?			
Is the content focused, addressing the most important requirements of the employer first?			
Is the material easy to read? Do you use bullets, underlines, or bolding to highlight and isolate key information?			
Did you adapt the terminology of the job description for your qualifications and accomplishments?			

Fourth Paragraph—Closing/Call to Action

	Yes	No	Comments
Optional: Additional information about you that might be of interest to the hiring company.			
If required: Salary range expectations (use caution and consider speaking to a coach before handling this tricky topic).			
Did you confidently and politely call the employer to action? Did you ask for the interview?			
Did you include information for contacting you? Work number, best time or method of contact, etc?			

Salutations

	Yes	No	Comments
Did you left align your salutation?			
Did you use a formal and appropriate closing (i.e. Warm regards, Best regards, Respectfully, Sincerely, etc.)?			