

COVER LETTER CHECKLIST

CAREER AND LEADERSHIP
DEVELOPMENT CENTER

BASIC CRITERIA

- Include your contact information at the top of the letter (e.g., name, email, phone, and address)
- Fonts are professional and easy-to-read (e.g. Times, Calibri) in a legible size (typically 10-12 point)
- Include a formal salutation (e.g., Dear) and closing (e.g., Sincerely) in the letter
- Reference the name of the company and specific position you are applying for referenced in the first paragraph
- At least one statement is made about why you are interested in working with the organization
- What you have to offer the organization is emphasized instead of what you will gain
- Use one specific and detailed example of your previous experience to highlight why you are an ideal fit for the position

PRO-LEVEL TIPS

- Address the letter to the person managing the posting (not, "To Whom it May Concern")
- Write in a professional style—free from jargon, clichés, and run-on sentences
- Only include priority information, most cover letters are one page or slightly less
- Avoid excessive (if any) humor and over-the-top elements, write a letter that shows your fit
- Include key words, qualifications, or skills from the job posting, if relevant to your experience
- Make your examples and highlights unique from your resume content, not a restatement of your resume
- Emphasize what the company does that intrigues you (e.g. specific projects, reputation, etc.)
- Conclude by informing the employer of when and how you will follow up with them
- Convert your document to a PDF before uploading to prevent an extra blank page

COVER LETTER TEMPLATE

Your Full Name
Address
Phone
Email

Date

Actual Person's Name
Title
Organization/Company Name
Address

Dear Full Name/ Title and Last Name,

State which position you are applying for and where you found the opening. Give information that shows your interest in the company and why you are writing.

Explain why you are interested in working for this employer. Point out two or three relevant achievements or qualifications you have that will benefit the employer. Relate these back to the organization and job description. Avoid repeating information found on your resume.

Thank the employer for their consideration. Leave the reader with one last deliverable either about yourself or why you would like to work for that company.

Best regards,
Your Full Name