

# Cover Letter Checklist



	YES	NO
Is my letter personalized to the company: directed to a specific individual, indicating knowledge of the company?	..	..
Does my letter begin with a strong first statement?	..	..
Is the purpose of my letter clearly stated early in the letter?	..	..
Have I highlighted my most relevant achievements and qualifications?	..	..
Have I focused on what I can do for the organization versus what I want from the organization?	..	..
Does my letter reflect my personality and use my voice?	..	..
Does my letter require enclosures? (Have I included them?)	..	..
Is it clear how the employer can contact me during business hours?	..	..
Is my letter well-presented: Does it stand out as being sharply designed? Does my name stand out?	..	..
Is my letter error free?	..	..
Has someone else proofread my letter?	..	..
Do I have a copy for my records?	..	..

CEHD Career Services

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