

## Cover Letter Self-Assessment Checklist

### HEADINGS and SALUTATION

- |   |     |    |          |
|---|-----|----|----------|
| 1. Have you looked at sample cover letters for ideas on style and content?      | Yes | No | Not Sure |
| 2. Does the header include your name, address, phone and email?                 | Yes | No | Not Sure |
| 3. Does the header match the one on the resume?                                 | Yes | No | Not Sure |
| 4. If letter is addressed to an individual, is the name spelled correctly?      | Yes | No | Not Sure |
| 5. If the letter is addressed to an individual, is the person's title included? | Yes | No | Not Sure |

### BODY OF MESSAGE

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|---|-----|----|----------|
| 6. Does the letter indicate why you are writing (including what you are applying to?)   | Yes | No | Not Sure |
| 7. Do you include information on how/where you heard of the open position?  | Yes | No | Not Sure |
| 8. Do you illustrate the match between your qualifications and the position duties?   | Yes | No | Not Sure |
| 9. Have you used keywords from the job ad within the letter as you describe your skills?  | Yes | No | Not Sure |
| 10. Do you highlight some of the most relevant experiences listed in your resume?   | Yes | No | Not Sure |
| 11. Do most statements include results and accomplishments?   | Yes | No | Not Sure |
| 12. Do you mention something you know about the organization (projects, mission)?   | Yes | No | Not Sure |
| 13. Is it clear how your skills and abilities will help meet the organization's needs?  | Yes | No | Not Sure |
| 14. Do you close the letter with a clear message of "next steps"?<br>For example "I look forward to hearing from you" or "I will follow up next week" | Yes | No | Not Sure |
| 15. Does the letter avoid repetitive phrasing?  | Yes | No | Not Sure |
| 16. Overall, does the letter "flow"; is it well-organized and interesting to read?  | Yes | No | Not Sure |

### FORMATTING

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|--|-----|----|----------|
| 17. Is the formatting consistent (dates, margins, font, etc.)?   | Yes | No | Not Sure |
| 18. Is the font size 10-12 (straightforward font like Times New Roman or Arial)?                         | Yes | No | Not Sure |
| 19. Length is not more than 1 page for non-academic position applications                                | Yes | No | Not Sure |
| 20. Is the letter free of errors and typos?  | Yes | No | Not Sure |
| 21. Have you named your cover letter file with your name and date?<br>(e.g., J-SmithCoverLetter5-10.pdf) | Yes | No | Not Sure |