

## Cover Letter Checklist

### Heading and Format

- Appropriate formal business letter structure: Letterhead (or return address), Dateline, Inside Address, Salutation, Body, Complimentary Close, Author's name and identification
- Includes second-page heading (not second-page letterhead)
- Correct spacing
- Appropriate margins
- Correct font

**Purpose:** Clear purpose for writing: tailored to a particular employer; persuades the employer to *grant you an interview*

**Opening:** establishes why you are writing to your reader; is explicit about the fact that you are looking for a particular kind of job; explains why you would like a job at that particular company (this will touch on your knowledge of the company); mentions how/where you came across the job opening; previews the body by stating your major qualifications for the job.

**Body:** develops each qualification with specific evidence; shows the reader both that you know what the specific company needs and that you have what it takes to fill those needs.

**Closing:** gracefully closes and invites a response.

**Style:** sounds natural and direct; avoids hype; clear; concise; complete; consistent