

## Cover Letter Checklist

Use this checklist to ensure that your cover letter is complete:

- ✓ One page only and limited to three or four targeted paragraphs
- ✓ Type written or word processor, with full spell check and proofing
- ✓ Written to someone specific, with the name and title spelled correctly
- ✓ Company name and address are correct and complete
- ✓ Quality bond paper, 8x11 inches, ideally the same as your resume
- ✓ Focused paragraphs (focused on the reader's needs, not yours)
- ✓ Suggest an action plan, request an interview or indicate that you will call
- ✓ Closes with "Sincerely,"--anything else can be too chummy
- ✓ Signed with a blue or black pen
- ✓ Includes a P.S. for emphasis
- ✓ Place the resume behind and fold in a tri-fold, with no staples
- ✓ Type or neatly print address on envelope
- ✓ Seal the envelope
- ✓ Conservative stamp on the envelope
- ✓ Final step: do not forget to follow up, or all the other steps will be in vain!

