



# Cover Letter Checklist

University Career Services SUB I, Room 348 [careers.gmu.edu](http://careers.gmu.edu) 703-993-2370

**Students: Is your cover letter ready to send to employers?**  
 Use this tool to assess the format, appearance, and content of your cover letter.  
 These questions are used as a guide to enhance your cover letter.

## Format & Appearance

Checklist Questions:	Yes	No	Career Counselor/ Consultant Comments
Did I include my name, address, zip code, e-mail, and telephone number?			
Is my cover letter an appropriate length? (1 page or less preferred)			
Did I check and correct any spelling, grammar, and punctuation errors?			
Does the paper quality match my resume paper?			
Is the letter vertically centered on the page? Did I use a business letter format (full block, modified block, or indented formats)?			

## Content

Did I address my letter to an individual in a hiring position? If I could not find an individual, did I address it to “Dear Employer” or “Dear Hiring Manager”?			
Does the first line state why I am writing the letter and the position I am applying to?			
Was I concise and specific when discussing career goals and qualifications?			
Do I describe what I can contribute to an employer, not what I can get out of the organization?			
Did I include information that will intrigue the employer to read my resume instead of just restating what is on my resume?			
Did I communicate actively by using strong verbs and avoiding contractions (e.g. I’d, didn’t, it’s)?			
Did I limit the use of sentences starting with “I”? Instead did I use “This experience” or “In this internship, I demonstrated”?			
Is my cover letter tailored to my reader, showing that I have researched the organization? Have I demonstrated knowledge of the industry?			
Did I demonstrate enthusiasm and energy for the position?			
Did I refer to personal qualities that are crucial to success in the field?			
Did I tell the reader why they should hire me?			
Did I end my letter stating the action I will take next? For example, did I state that I would be calling to request an appointment to discuss the position?			

### COVER LETTER WRITING RESOURCES

- Review the *Moving On Guide*'s cover letter writing section
- View cover letter Hints: <http://careers.gmu.edu>, Click on "Get Ready to Job Hunt"
- See SOM cover letter tips: <http://som.gmu.edu/career>, Click on "Resumes/Cover Letters/Interviewing."
- Bring in your cover letter for a review by a Career Counselor or Career Consultant
- **University Career Services:** SUB 1, Room 348, call 703.993.2370 to schedule an appointment
- **SOM Career Services:** Enterprise Hall, Room 008, call 703.993.1880 to schedule an appointment