



COVER LETTER CHECKLIST

Name of Student _____

- The current date is at the top of the letter.
- The format is professional, consistent, and visually appealing.
- The inside address is included.
- An appropriate salutation is used.
- The letter is customized and personalized to the organization and to the position.
- The opening paragraph establishes a purpose and provides details to support the position application.
- The content states why the applicant is a strong candidate for the position.
- The content sells the candidate and focuses on the employer's needs, explaining how the candidate will be valuable to the company.
- The content mentions the enclosed/attached resume.
- Content is concise and written with excellence; tone is appropriate.
- The closing includes a well-written statement of appreciation.
- The closing requests an interview and motivates action from the employer.
- Four line spaces between the closing and the person's name for the signature are included, and the letter is signed.
- The word "I" is not overused.
- The letter is one page and includes 3 – 4 paragraphs.
- Appropriate punctuation is used.
- There are no typographical or grammatical errors in the letter.

VSU Career Center Signature: _____

Signature designates that student has successfully met stated criteria outlined above.