This checklist has been designed to assist you in evaluating your cover letter. Make sure your cover letter meets the following criteria:

**HEADER**
- [ ] match it to your resume
- [ ] includes current address
- [ ] includes telephone number
- [ ] includes current email
- [ ] includes your LinkedIn URL (if applicable and appropriate for employers to view)

**HEADING & SALUTATION**
- [ ] heading includes (above salutation) employer name, title, company name, and address
- [ ] salutation is professional (Mr./Ms./Dr.)
- [ ] avoids using, “To Whom It May Concern”
- [ ] uses department name, if needed

**OPENING PARAGRAPH**
- [ ] states title of position you want
- [ ] opens with your interest or a connection
- [ ] jumps right in with a few of your best qualifications
Cover Letter Evaluation Checklist

4. **MIDDLE PARAGRAPH**
   - [ ] aligns your skills and how you demonstrated qualifications
   - [ ] includes specific results or outcomes for each skill
   - [ ] lists successes (promotions, awards, etc.)

5. **CLOSING PARAGRAPH**
   - [ ] restates interest in the position and organization
   - [ ] thanks them for their time and consideration
   - [ ] closes with “Sincerely” and your typed name

6. **FORMATTING TIPS**
   - [ ] clean, legible professional font in 10-12 pt. font
   - [ ] single spaced, add one space between paragraphs
   - [ ] spell check and reread
   - [ ] printed on white or neutral paper

**COMMENTS:**