

# Cover Letter Checklist

A cover letter is a document that introduces you to a potential employer. It serves as a sample of your writing skills and should provide a glimpse of your personality and what you have to offer the potential employer. Send a customized cover letter with every application, unless you are instructed not to. Write with the reader in mind – your letter should convince them to read your résumé and call you for an interview.

## **Formatting and Layout**

- Font matches resume in style and size
- Margins are between ½ and 1¼ inches
- Letter does not exceed one page
- Letter looks clean and easy to read; white space is balanced with content
- Body of letter is single spaced with double spacing between paragraphs

## **Your letter conveys:**

- Why you are a good fit for the position
- Your interest and enthusiasm for the position
- Your knowledge of the company
- What you have to offer as an employee (not what you hope to gain from this job)

## **Business Style**

- Your contact info is provided at the top of the page, is easy to read and matches your resume
- Date you will submit letter is included
- Contact person's name, title and address are listed and correct
- Greeting is addressed to a person (not "To Whom It May Concern")
- Subject line (if used) includes job title and number

## **Introductory Paragraph**

- Name of position (job number if applicable) and where you saw/heard about it is mentioned
- If you were referred for the position, this is explained

## **Middle (1 or 2) Paragraph/s**

- 1-3 skills or qualifications are mentioned using wording from the job posting
- Specific examples of how skills have been used or developed are given
- Experiences/skills are not repeated verbatim from resume
- Acronyms and abbreviations are easily recognized in your field; your reader understands them
- Bullet points (if used) are simple, not distracting

## **Conclusion Paragraph**

- Introduces your resume
- Includes appreciation/thanks for consideration
- Spells out desired action (usually an interview)

## **Closing**

- A professional closing is used followed by 3-4 spaces for your signature, then your typed name
- Enclosure/attachment notation is typed 2 spaces below your typed name

## **Other Considerations**

- Use spell check and have at least 3 people check grammar and spelling
- Print out to ensure it is easy to read and looks professional
- Print on only one side of the paper
- Print on white or ivory paper (heavier if possible) that matches your resume
- Mail flat if possible
- If submitting electronically, consider .pdf format
- No staples or paper clips are used on resume, cover letter, or reference page
- Everything in your cover letter is true; you are prepared to talk about any statement at an interview



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