

COVER LETTER CHECKLIST

- ✓ Format your cover letter to reflect the standard letter format
- ✓ Proofread - there should be no errors in grammar, spelling or punctuation
- ✓ Tailor each cover letter to reflect the qualifications required for the specific employer or position
- ✓ Individually print and personally sign each letter
- ✓ Cover letter should be printed on 8 ½ x 11" white or off-white, bond paper
- ✓ Cover letter should typically be no more than one page in length
- ✓ Content should include the following:
 1. Your address
 - Your address in the upper right-hand corner and the date below your address
 2. Employer's address
 - The addressee's name, title, name of firm, and the address appear flush left, two lines below the date
 3. Salutation
 - Begin the letter with "Dear ____:" and addresses the person by name
 4. Introduction
 - Explain who you are
 - State the position for which you are applying
 - Explain your particular interest in the position and the employer
 5. Body
 - Clearly demonstrate the relationship between the employer's work and your experience or career interests
 6. Concluding paragraph
 - Thank the employer for their consideration
 - Restate your interest in the firm
 7. Closing
 - Align closing with your return address, or approximately 5 spaces (one standard tab) to the left of your return address (NEVER to the right of your return address)
 - Use "Respectfully" for a judge, use "Sincerely" for everyone else
 8. Enclosure
 - Indicate in the lower left corner whether you are including enclosures