

CHAMPLAIN COLLEGE COVER LETTER CHECKLIST
Clear | Consistent | Concise

OVERALL FORMAT, LAYOUT, MECHANICS, AND STYLE	YES	NO	POINTS
Single spacing and balanced page layout margins (using Microsoft Word is strongly recommended)			5
Appealing and easy-to-read fonts and font sizes (e.g., Times New Roman, Ariel, 11-12 point)			5
One page in length (unless an employer contacts you directly and asks you to address specific topics requiring a longer document)			5
Consistent layout/neat, clean, and well-presented (headings, fonts, spacing, etc.)			5
Concise and error-free (spelling, proper grammar and punctuation, consistent verb tense, limit abbreviations except states)			10
LETTERHEAD	YES	NO	POINTS
Letterhead matches resume and includes: Full name, address, phone number, and professional email address at the top of the page - it may also include your LinkedIn, a blog and/or personal website			5
RECIPIENT ADDRESS	YES	NO	POINTS
Date written out in full (Example: January xx, 20xx)			5
Contact information for the employer: name, title, organization name, address (even if the letter will be emailed)			5
ORGANIZATION AND CONTENT	YES	NO	POINTS
Address the hiring manager whenever possible and instead of using Ms. /Mr. use their title (Dear Director Last Name:)			5
Identify the position you are applying for, how you found out about the opportunity and why it is of interest to you			10
Make reference to your resume and highlight how you possess the key skills for the position			10
Bullet Points or Paragraphs: Select 3-5 job requirements from the job description that match your strongest qualifications and provide evidence of your related experiences and accomplishments			15
Reiterate your enthusiasm for the position			5
Express appreciation to the reader and suggest a way to continue the conversation			5
Have at least one other person proofread the letter			5
DELIVERY	YES	NO	POINTS
If emailing save as a PDF first so that formatting does not change			N/A
If mailing or bringing to interview, print on quality paper (8½x11)			N/A