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| **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 |