

EFFECTIVE COVER LETTER CHECKLIST

- My letter is addressed to a specific person by name and title.
- My letter is grammatically perfect and error free.
- My letter is personalized and focused on my reader's needs, wants, and requirements.
- My letter explains to the reader why I am writing and how I was referred to them or learned about them.
- My letter uses phrases and keywords that will be meaningful to the reader.
- My letter summarizes my achievements and qualifications and illustrates how they pertain to the reader's needs.
- My letter uses an assertive close and a polite call to action.
- My letter includes all of my current contact information.
- My letter uses a professional salutation such as "Sincerely" or "Yours Truly."