

Community College of Vermont

Cover Letter Checklist

Content within Categories

- Contact information: name, address, zip code, personal telephone number, and email address at the top of the page.
- Includes the date (typically the line below your contact information).
- Contact information for the employer: name, title, organization name, address, zip code.
- Address to the person who is in the position to hire...whenever possible.
- First paragraph clearly establishes why you are writing and what you hope to achieve.
- Middle paragraphs describe the skills you could bring to the organization.
- Final paragraph asks for the next step in the process without arrogance or apology.
- Include your signature.
- Note any enclosures (such as a resume) that follow the cover letter.

Appearance: Format, Layout, Mechanics, and Style

- Printed on good quality paper (8 ½ x 11), and only printed on one side.
- Written concisely and error free (spelling, proper grammar and punctuation, consistent verb tense, limit abbreviations except states, GPA).
- One page in length (unless an employer contacts you directly and asks you to address specific topics).
- Appealing and easy-to-read fonts and font sizes (i.e. Times New Roman, Arial, 10-14 pitch).
- Every paragraph is under five lines (more white space makes message accessible to the reader).
- Consistent layout features (headings, fonts, spacing, dates).

Organization and Content

- Information is tailored to the reader and relevant to the job you are seeking...show you have done your company homework.
- Shows examples of the skills you say you will bring to the company. Examples include contributions, achievements, and problems you have solved in previous work/school experiences.
- Shows interest/passion for your profession/field of work.