

RESUMÉ AND COVER LETTER WRITING

Cover Letter Tips Checklist

Table A - Presentation/Readability Checklist

Quality Checklist for Cover Letters	Good	Needs Work
Is the cover letter in standard business letter format with 3-4 paragraphs and a clear introduction, body and closing?		
Is the contact information of both the applicant and the hiring organization included in a clear and easy to find/read manner?		
Is there enough white space without it looking too sparse?		
Are there any spelling or grammatical errors? (Circle any you see.)		
Is the letter limited to one page and the actual content to half a page?		
Would the use of bolding, italics or bullets make the letter more readable?		

Table B - Personalizing/Targeting Checklist

Quality Checklist for Cover Letters	Good	Needs Work
Does the letter include a salutation addressed to a specific person, e.g. Dear Ms. Holliday?		
Does the letter include the name of the position being applied for and where the candidate heard about it?		
Is it clear in the letter why the applicant is interested in the company or position?		
Does the letter include a referral name or any other connection to the company or reader?		
Is it clear in the letter what key skills, qualifications and assets the applicant has for the type of work sought?		

Table C - Interesting Checklist

Quality Checklist for Cover Letters	Good	Needs Work
Has the applicant gone beyond just listing skills, qualifications and assets by elaborating on two to four of the most important points?		
Are specific details qualified or quantified?		
Are results included that provide evidence of skills and accomplishments?		
Would it be more effective to use a STAR story to back up key skills, qualifications and assets? (Situation, Task, Actions, Result)		
Are there any testimonials or comments from supervisors, customers, professors, etc. to endorse key skills?		

Table D - Overall Reader's Impression

Quality Checklist for Cover Letters	Good	Needs Work
Does anything positive or unique stand out in your mind about the applicant's letter?		
Are you convinced that the applicant has the skills, qualifications and/or assets he/she claims in the letter?		
Would you be interested in learning more about the applicant after reading this letter?		

Comments:

For additional resumé and cover letter resources including samples, please visit www.yorku.ca/careers/handouts