Cover Letter Checklist

___ Cover letter is error free (no grammar or spelling errors)
___ Cover letter is one page
___ Cover letter paper is standard size and either white, ivory, or light gray
___ Font size and type is appropriate
___ Cover letter is easy to read and the most important points stand out
___ Student’s contact information is complete
___ Employer’s contact information is complete (name, title, organization, address) and accurate
___ Greeting is appropriate and directed to one contact person in the organization
___ Cover letter does not use jargon, acronyms, or abbreviations that are likely to be unfamiliar to the employer

First paragraph includes:

___ Name of position for which the student is applying
___ Organization name
___ How the student found the position
___ Degree obtaining from The Ohio State University
___ Anticipated graduation date
___ Future career plans, if related to the position

Second paragraph includes:

___ Specific skills mentioned in the internship or job description
___ Where and how those skills were developed
___ How the student is a good fit to the organization based on its mission, goals, and current projects
___ Descriptions quantify results or give some idea of the impact, scope of responsibility, or level of skill
___ Descriptive words are used to avoid redundancy

Third paragraph includes:

___ Statement of interest in the position
___ Reference to the resume for additional information and qualifications
___ Contact information (phone number and email address)
___ Thank you statement
___ Closing is appropriate
___ Cover letter is signed in black or blue ink