

## **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