Amarillo College

Cover Letter Self-Assessment Checklist

Headings and Salutations

1. Have you looked at sample cover letters for ideas on style and content?	Yes	No
2. Does the header include your name, address, phone and email?	Yes	No
3. Does the header match the one on your resume?	Yes	No
4. If the letter is addressed to an individual, is their name spelled correctly?	Yes	No
5. If the letter is addressed to an individual, is their title included?	Yes	No

Body of Cover Letter

1. Does the letter indicate why you are applying (position)?	Yes	No
2. Do you indicate how you heard about the position?	Yes	No
3. Do you indicate your match for the position?	Yes	No
4. Have you used keywords from the job ad within the letter as you describe your skills?	Yes	No
5. Do you highlight the most relevant experience contained in your resume?	Yes	No
6. Do most of your statements include results and/or accomplishments?	Yes	No
7. Do you mention something you know (or learned) about the organization?	Yes	No
8. Is it clear how your skills and abilities will help meet the company's needs?	Yes	No
9. Does your letter end with a clear message of next steps? (e.g., I look forward to hearing from you?)	Yes	No
10. Do you avoid repetitive words/phrases?	Yes	No
11. Overall, does the cover letter "flow"? Is it organized and interesting to read?	Yes	No

Formatting

1. Is the formatting consistent (margins, font, color, etc.)?	Yes	No
2. Is the font size 10-12 (Times New Roman, Arial, Calibri)?	Yes	No
3. Is your cover letter font the same font that is used on your resume?	Yes	No
4. Is the cover letter free of typos, spelling errors, and grammatical mistakes?	Yes	No
5. Have you named your cover letter something appropriate? (e.g., M-Parker-Coverletter)?	Yes	No