

# Your Cover Letter Checklist

Put time into polishing your cover letter and making sure it articulates a narrative that represents you and your skills, as well as how they connect to the position and/or company you are applying for.

## Format

- Is it one page or less?
- Are you using an appropriate font size (10-12pt font)?
- Is it grammatically correct and free from spelling errors?
- Are the margins even on all four sides of the page (0.5- 1")?
- Does it match the design of your resume?
- Is it organized in a way that's easy to read and follow along?
- Has it been addressed to the appropriate recipient?
- Is it written in the active voice?
- Have you confirmed which format is required to save and submit your document? (Example: PDF)

## Content

- Did you research the company?
- Is your research reflected in your cover letter?
- Did you use keywords from the job/internship posting?
- Have you thoughtfully connected your experience to the role?
- Have you differentiated your experiences from the way they are listed in your resume?
- Does it include specific experiences to highlight your skills?
- Is it focused on what you can contribute to the company (not what they can do for you)?