**Cover Letter Checklist**

□ The words and action verbs in your cover letter should be reflective of the job description.

□ Always be professional

□ Use proper grammar

□ Check for spelling and punctuation errors

□ Know to whom the resume/cover letter package is going. Do not use “To whom it may concern.” Address letter to the recruiter or Hiring Manager.

□ Use paragraph form, no bullet points.

□ Do not copy and paste content from your resume to your cover letter.

□ Do not be forward in requesting an interview

□ Keep to one page (no more than 3-4 paragraphs)

□ When e-mailing recruiter or hiring manager directly, use the body of the email to write 2-3 sentences that introduce yourself and mention to what position you are applying. Include your cover letter and resume as PDF attachments. Do not cut and paste your cover letter into the body of the email.