

Name: \_\_\_\_\_

## **Cover Letter Writing Checklist**

### **The Basics:**

- Is my letter written using a font like Arial?
- Font size should be 12 for everything

### **How can the Employer Reach Me?**

- My full name centered at the top of the page
- My address, phone number and email address is centered at the top of the page underneath my name

### **Is the letter addressed properly?**

- Does it include the full name (including salutations like Mr/Mrs/Ms/Miss)?
- Does it include the person's title?
- The name of the company?
- The company's address including postal code?

*Example:*

*Ms. Barbara Lafrenesave  
Educational Coordinator  
The Greater Vancouver Zoo  
5048 264 Street  
Aldergrove BC V4W 1N7*

### **Does the letter have proper salutations and greetings:**

- Does it include a proper greeting like Dear Mr/Ms/Mrs/Miss So and So,
- Does it include a proper sign off like Sincerely, Best Regards, Warmly

### **Does the body of your letter include:**

- A brief synopsis of who you are?
- A snapshot of why you are perfect for the job?
- Mention that your resume and reference list are attached?
- Proper paragraphs with 2 spaces inbetween to introduce each new topic?

### **Proofread:**

- I have proofread my Cover Letter to ensure that there aren't any spelling or grammatical errors
- I have had someone else (teacher, peer, parent) read over my cover letter and provide me with feedback on what I can improve
- I have edited my work and created a polished, finished product that I will be proud to send out to a future possible employer

### **Printed Copy:**

- I have printed out a copy for myself
- I have provided my teacher with a copy
- I will print out a copy on nicer paper to bring with me to my interviews