

COVER LETTER CHECK-OFF LIST

Before submitting your cover letter for a job or internship opportunity, utilize this check-off list. Proofreading is essential and it is recommended that you read every line out loud during the final editing stage.

CONTACT INFORMATION

- Your personal contact information is listed at the top and aligned to the left.
- Company contact info is listed below personal info and aligned to the left.
- Letter is addressed to a specific person, if possible.
- Names, addresses, and phone numbers are correct.

CONTENT

- Opening paragraph is brief and direct.
- State where you discovered job opening and mention contact people or referrals.
- Include the name of the position and why you're applying to the position.
- Show specific knowledge of the organization.
- Convey a positive, eager attitude.
- Highlight your most relevant qualifications without repeating your resume.
- Write original content, rather than using a generic letter for all applications.
- Express appreciation for the employer's time and consideration.
- Length does not exceed 4-5 paragraphs.
- Include professional send-off such as "Sincerely".
- Include hand written signature in addition to typed name in closing.

FORMAT

- Font is not below 10pt or exceeding 12pts.
- Line spacing is not below single spaced or exceeding 1.5.
- Letter total length does not exceed one page.
- Margins and borders are standardized, matching those of attached resume.
- No photos, word art or symbols.
- Double check for grammatical or spelling errors.
- Save in PDF form to preserve formatting.



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