

2. Determine the three to five areas that are the highest priority to the company.

1. _____
2. _____
3. _____
4. _____
5. _____

3. Create a few short statements that include key words from job description. Use power verbs. Show impact and scope.

Closing Paragraph

1. What do you want to happen after you send the resume? (An interview, a phone call, an email, etc.) _____
2. What is the person expecting you to send? (e.g., resume, letter of interest, salary requirements, references, examples of your work) _____
3. What next steps will you take after sending your resume? (e.g., a call, email, a visit) _____

Contact Information

1. What is your phone and email? _____

Final Cover Letter Checklist:

- Do I convey an immediate understanding of “who” I am within the first two sentences?
- Is my cover letter format neat, clean, well-presented, and professional?
- Have I highlighted my most relevant qualifications and achievements?
- Have I included information I know about the company or the position?
- Have I highlighted why I want to work for this company and what I can do for them?
- Did I proof read my letter?
- Did I have someone else proof read my letter?
- Is my letter short and succinct?
- Did I ask for an interview in the letter?
- Did I sign the letter?