# Cover Letter Checklist

Use this document to prepare and review your cover letter. If you can check off each of these items – you have created a strong cover letter! For help, you can access CareerX resources or attend an upcoming cover letter workshop.

| Format, Visual Appeal, & Organization | □ 1 page, comprised of 3-5 paragraphs  
□ Double space between paragraphs  
□ Single spaced within body  
□ No indent at start of paragraphs  
□ Font is consistent and easily-readable (e.g. Times New Roman, Arial, Helvetica, Calibri)  
□ Font size is 10-12 point  
□ Consistent use of sizing, bullet points, and styles (e.g. capital letters, punctuation, bolding, italics, etc.)  
□ NO grammar or spelling errors |
| Address Header | □ Identical to your resume header  
□ Contains name, which is the largest text on the page  
□ Contains contact information including phone and professional/school email address  
□ May include link to LinkedIn profile and/or online portfolio or website  
□ DOES NOT include photo, birth date, gender, social security number or other personal information  
□ Include the date |
| Salutation | □ Use the opening “Dear.....”  
□ Use name of hiring manager where possible, Mr., Ms., Dr., etc. Do not use first name only unless you know the hiring manager personally  
□ If the name of hiring manager is not available, use “Dear Hiring Committee or Dear Hiring Manager” |
| Opening Paragraph | □ Refer to the position you are applying to and the name of the company  
□ Include where you learned of the position  
□ Note why you are interested in this position/ why you are applying for this position |
| Body Paragraphs 2 and 3 | □ These 1-2 paragraphs should highlight your most relevant skills for this position  
□ Do NOT simply repeat the content on your resume  
□ Highlight the top 2-3 skills and experiences that you have relevant to the job description and company, using brief examples from your academic experience, volunteer experience, and/or professional experience  
□ Conclude by tying back to the impact you can bring to the hiring organization in this position  
□ If you use two paragraphs, consider making the first paragraph about your technical/ job-specific skills and the second paragraph about your “soft” or general skills (e.g. communication, ability to work on team, etc)  
□ If there are questions that you think a employer may have about your resume such as location change or gap in employment, address them here. E.g. “Although I currently live in Boston, I am preparing to relocate to the San Diego area in order to be closer to my family.”  
□ Do NOT point out skills or experiences that you do not have, |
| Conclusion/ Final Paragraph | □ Reiterate your enthusiasm for this role  
□ Thank the reader for their time  
□ State your interest in discussing the role further |
| Closing | □ Sincerely, Your Full Name |
Date

Dear Mr. Kikuyu:

I am writing to apply to the Senior Analyst/Entry Level Associate at the suggestion of your colleague Sara Caruso. After a recent meeting with Ms. Caruso and learning more about Acme Finance and the position, I believe my educational background in finance coupled with my prior experience and strong interest in investment banking make me an ideal candidate for this position. Please accept this as my application.

During my education at Northeastern University, I learned about the intricacies of the market including options, dividends, bond valuation, and mutual funds. I am particularly interested in technology and healthcare and recently received high praise for my presentation detailing the benefits of investing in healthcare technology. Additionally, my membership in the Northeastern Finance and Investments Club for the past year enhanced my financial background. I also have practical experience through my cooperative education jobs at State Street Corporation and Gillette, where I built upon my already strong communication skills by working directly with customers and gained valuable first-hand experience in the financial industry. Also, throughout college, I worked every January through April at H&R Block completing taxes. This experience gave me invaluable insight and accounting experience. I am confident I could use my finance and client service skills to succeed as the new Senior Analyst/Entry Level Associate at Acme Finance.

Acme Finance’s online brokerage department particularly interests me. Your innovative approach to allowing customers access to research and real-time movement has intrigued me throughout my participation in the Finance and Investment Club. I believe that my experience developing online banking systems, as well as my personal use of your online brokerage system, will help me become a valuable team member in your organization.

I am confident that my skills and experience qualify me as a strong candidate for the Senior Analyst/Entry Level Associate at Acme Finance. I am eager to discuss my candidacy further with you and would welcome the opportunity to interview with you. Thank you for your time and consideration and I look forward to your response.

Sincerely,

Will B. Abanker