

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 Canvas or attend an upcoming cover letter coaching lab.

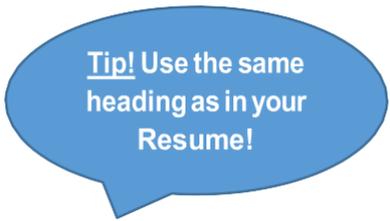
Format, Visual Appeal, & Organization	<input type="checkbox"/> 1 page, comprised of 3-5 paragraphs <input type="checkbox"/> Double space between paragraphs <input type="checkbox"/> Single spaced within body <input type="checkbox"/> No indent at start of paragraphs <input type="checkbox"/> Font is consistent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

Will B. Abanker

samplecoverletter@husky.neu.edu | 555-555-5555 | [linkedin.com/sampleresumeprofile](https://www.linkedin.com/sampleresumeprofile)

Date

Dear Mr. Kikuyu:



Tip! Use the same heading as in your Resume!

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