

Cover Letter Checklist



HEADING

- Use same heading as resume
- Specifically addresses hiring manager or hiring committee

OVERALL FORMATTING

- No spelling or grammar mistakes
- 1" margins
- 11-12PT font (Times/Arial/Calibri)
- Document is up to one full page in length

OPENING PARAGRAPH

- Mention the position being applied for and how it was discovered
- Introduce skills and experiences that will be detailed in body of letter

BODY

- Utilizes specific words or phrases from job description
- Ties specific experiences/skills to job position details
- Language is professional, concise and clear
- Provides appropriate transitions between paragraphs

CLOSING PARAGRAPH

- Explain why this company specifically: can pull from mission, values and accomplishments
- Thank the employer for their time and offer contact information

CLOSING SALUTATION

- Appropriate sign-off: Sincerely, Best Regards, etc. and full name

 814-871-7680

 career@gannon.edu

