Cover Letter Checklist

First Steps

- Visit the Cover Letter section of the Center website.
- Explore the cover letter samples section to find one that may work for you.
- Utilize Optimal Letter Builder to easily and quickly create a professional cover letter, which you can download and print: https://vanderbilt.optimalresume.com.
- Compare your cover letter to the checklist below to ensure that it meets the criteria for a targeted cover letter.
- Our coaching staff can review your cover letter during walk-in hours.

Checklist

☐ My cover letter is in a business letter format.
☐ My introductory paragraph indicates the specific position or field I am seeking.
☐ My introductory paragraph motivates the reader to continue.
☐ I demonstrate interest in the organization/field.
☐ I address specific skills, experiences, or education that the organization/field is seeking.
☐ I have thanked the reader.
☐ My contact information is included (phone # and email address).
☐ I have indicated my next step
☐ If I read only the first sentence of each paragraph, I get the message of the cover letter.
☐ My cover letter "flows" smoothly. Similar skills are grouped in the same paragraph.
☐ My purpose for sending the letter to the reader is clear.
☐ My cover letter comes off as personal, warm, and professional.
☐ I have used active voice and action verbs.
☐ My sentences are easy-to-read, with varied structure and length
☐ There are NO spelling or grammatical errors in my cover letter.
☐ I have signed my cover letter.