

COVER LETTER CHECKLIST

Cover letters are a very important part of the application process as they demonstrate your attention to detail, writing ability and allow you to express your enthusiasm for the opportunity. Complete these steps, then email your cover letter to careers@css.edu for review.

<p>Research the organization for which you are applying and Outline what messages you hope to get across in your cover letter.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create a unique cover letter for each job/internship. Cover letters should be specific to the job/internship and organization for which you are applying. <input type="checkbox"/> Thoroughly review the website of the organization for which you are applying. Identify their values and unique qualities. Note how they relate to your own values/experiences. Why do they appeal to you? <input type="checkbox"/> Carefully read the job description and highlight the top qualities, traits and skills that they are looking for in a candidate. Which preferred and required qualifications do you meet? How do your skills and experience match what they are looking for? <input type="checkbox"/> Outline your main points before beginning your letter.
<p>Format your letter properly.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Format your cover letter in proper business letter format. Review the examples included in the Job Search Handbook or search online. <input type="checkbox"/> Align text flush left, single space, and double space between paragraphs. <input type="checkbox"/> In general, a cover letter should be no more than one page in length, with about three paragraphs or ten sentences in total. <input type="checkbox"/> Keep it concise - it will not be read if it is too long.
<p>Include your full contact information and their full contact information as available.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> You can use the same header that appears on your resume or align your contact information to the top left. <input type="checkbox"/> Your email address should be appropriate and professional. <input type="checkbox"/> Include the full date. <input type="checkbox"/> Address the letter to a specific individual(s) within the organization. Use Hiring Manager, Hiring Committee, or To Whom it May Concern only as a last resort. <input type="checkbox"/> Begin with a proper salutation: Dear Mr., Ms. or full name of the individual.
<p>Paragraph One: About THEM. Why apply to this organization/position?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Explain your purpose in writing the cover letter. <input type="checkbox"/> Identify the position you are applying for. Be specific about your interest in/passion for that particular role and that particular organization. <input type="checkbox"/> If relevant, list how you learned of the position and who referred you. <input type="checkbox"/> Show your enthusiasm about this specific organization and why you are excited about this specific job/internship.
<p>Paragraph Two: About YOU for THEM. Why are you a fit for this opportunity?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Describe concrete in-depth experiences that make you qualified for the role you are applying for. <input type="checkbox"/> Don't just repeat information that can be found on your resume. Instead, write about how your skills and experience relate to what they are looking for and how they make you a good candidate for this role. <input type="checkbox"/> Do not try to tell your whole life story. <input type="checkbox"/> Keep it relevant and work-centered/employer-centered, not self-centered.

<p>Paragraph Three: Plans for follow up.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Restate your interest and excitement for that particular role at that company. <input type="checkbox"/> Thank the employer for their time and/or consideration. <input type="checkbox"/> Indicate your enthusiasm and interest in speaking with them further or setting up a time to meet in person.
<p>Proofread for errors and ensure it is application ready.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Look at the cover letter examples in the Job Search Handbook. <input type="checkbox"/> Make sure your cover letter is well written and error free. <input type="checkbox"/> Have three separate people read your cover letter and look for any mistakes in spelling, grammar and layout. <input type="checkbox"/> Save your cover letter as a PDF to ensure formatting is preserved! <input type="checkbox"/> Visit the Writing Center in T2121 for writing assistance. <input type="checkbox"/> Email to careers@css.edu for edits
<p>To make an appointment with Career Services stop by T17, email careers@css.edu, or call 218-723-6039</p>	