Quick and Easy Cover Letter Check

Looking for a new job? Wanting to spruce up your cover letters to make sure yours gets noticed? Run your cover letter through these quick and easy six processes.



Make sure you have the right format

- [ ] Around 400 words
- [ ] Three to four paragraphs
- [ ] Font size between 10 and 12

An attention-grabbing first paragraph

- [ ] Do you have one?

Include examples of relevant work accomplishments

- [ ] At least three work accomplishments that match the job description you are applying for

Set the right tone, without clichés

- [ ] Does your cover letter sound professional, friendly, enthusiastic?
- [ ] Avoid dead phases like "I'm a fast learner."

Prove that you know the company you're applying for

- [ ] Include something about their company values or mission statement
- [ ] Make sure you have addressed your cover letter to the correct person

Make sure you're caught all typos

- [ ] Proofread your letter a few times
- [ ] Have someone else read it

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