

Resume Checklist		Cover Letter Checklist	
Formatting & General Info	<input type="checkbox"/> Between 1-2 pages in length <input type="checkbox"/> Has been proofread for errors <input type="checkbox"/> Uses formal language (no slang) <input type="checkbox"/> Uses standard, 10-12-pt. font <input type="checkbox"/> Has consistent font and spacing <input type="checkbox"/> Has a summary of qualifications <input type="checkbox"/> Has clearly aligned dates on the side of the page (month & year) <input type="checkbox"/> Doesn't include references <input type="checkbox"/> Tailored to position/organization	Formatting & General Info	<input type="checkbox"/> Maximum length of one page <input type="checkbox"/> Has been proofread for errors <input type="checkbox"/> Uses formal language (no slang) <input type="checkbox"/> Uses standard, 10-12-pt. font <input type="checkbox"/> Has heading/contact info listed identically to that on resume <input type="checkbox"/> Has date at the top of the page below contact info and recipient's contact info below the date <input type="checkbox"/> Is single-spaced with two spaces between contact info & paragraphs
Applicant Contact Info	<input type="checkbox"/> Has name at the top of page <input type="checkbox"/> Has phone number and e-mail address (LinkedIn URL optional)	Recipient Contact Info	<input type="checkbox"/> Addressed to a specific individual with an appropriate prefix <input type="checkbox"/> Has recipient's job title and the name of their organization
Summary of Qualifications	<input type="checkbox"/> Has 3-5 points highlighting skills relevant to the position <input type="checkbox"/> Has quantifiable evidence (e.g., "5+ years of experience...")	Greeting	<input type="checkbox"/> Addressed to a specific individual with an appropriate prefix or their first & last name if prefix unknown <input type="checkbox"/> Has a colon at the end of greeting
Education Section	<input type="checkbox"/> Lists names and locations of any institutions attended reverse chronological order <input type="checkbox"/> Lists dates of affiliation with each institution (month & year) <input type="checkbox"/> Lists completed or anticipated degree(s) and GPA (if ≥ 3.5)	Purpose Paragraph	<input type="checkbox"/> Identifies the position for which the applicant is applying and how they learned of it <input type="checkbox"/> Expresses sincere interest in the company and their mission/values <input type="checkbox"/> Summarizes applicant's strongest qualifications that complement the position
Experience Section	<input type="checkbox"/> Targets key skills/language in job description <input type="checkbox"/> Lists relevant (un)paid jobs and internships (name & location of the company and job title in reverse chronological order) <input type="checkbox"/> Lists dates of affiliation with each experience (month & year) <input type="checkbox"/> Has detailed bullet points of duties and quantifiable examples	Body Paragraphs	<input type="checkbox"/> Targets key skills/language in the job description <input type="checkbox"/> Has detailed descriptions of qualifications as evidenced by specific examples (content should mirror summary of qualifications) <input type="checkbox"/> Shows how experience and skills match needs of the organization <input type="checkbox"/> Doesn't have verbatim copies of text from resume
Additional Sections	<input type="checkbox"/> Has other section(s) needed to further highlight skills and experience (e.g., Volunteering, Relevant Courses, Foreign Language Skills, Memberships, Certifications, and more)	Final Paragraph & Closing	<input type="checkbox"/> Thanks the recipient for their consideration of your application <input type="checkbox"/> Has contact info for any questions and expresses interest in staying in touch with the recipient <input type="checkbox"/> Has professional closing/signature