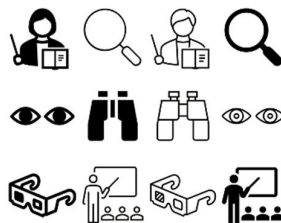


Cover Letter Checklist



*Note: This is not meant to be a comprehensive list, nor is it meant to exclude regional and disciplinary variations, but rather to stimulate thinking while drafting a cover letter.

General format

Are style and layout consistent throughout the cover letter?
Margins (0.5 to 1.0 inches) and Font Size (10 pt and 12 pt and easy to read font such as Arial, Calibri, etc.)?
Have you kept your cover letter properly concise in relation to your experience and the requirements of the position? If you go over one page, there should be a very strong reason to do so.
Have you addressed your letter properly to the chair of the hiring committee or the specified recipient?
Additional elements to check:

Opening Paragraph

Have you introduced yourself broadly, explaining why you will satisfy the requirements of the position, and started to personalize the letter?
Have you stated how you discovered the position? For example, a particular publication or word-of-mouth.
Additional elements to check:

Body Paragraphs

Have you told a story about your professional self that contextualizes and supports important moments or turning points in your career to date? Do these moments provide a bridge between your CV and the job description?
Have you provided sufficient detail to help the reader understand why your work is interesting, new, and compelling? If the job includes teaching responsibilities, have you addressed this point?
Do the details complement your other application materials without simply repeating what you have said there?
Have you considered including other details, such as service or contributions to diversity, that make a connection to the departmental or organizational culture?
Additional elements to check:

Closing Paragraph

Have you restated your interest in the position and summarized why you are a good fit?
Have you thanked the hiring committee and let them know that you look forward to hearing from them?
Additional elements to check:

Anything Else?

Additional elements to check:
