## **Resume Genius' Cover Letter Checklist**

Cont	act Information
	Name of company applying to, not your own contact information  Address of company applying to, use location specified in job posting
	Company contact info left aligned at top of page
	Insert space after company contact information then address interviewer
	by name if possible
Body	
	Keep opening greeting brief and direct
	State where you discovered job opening
	Include why you're applying to the position
	Consider adding two or three targeted bullet points for emphasis
	Body is brief, with two or three short paragraphs
Closing	
	Include professional send-off such as "Thank you for your time" or simply "Sincerely"
	Include hand written signature in addition to typed name in closing
	Include your current address after sign-off, matching address on resume
<u>Format</u>	
	Font is not below 10pt or exceeding 12pts
	Line Spacing is not below single spaced or exceeding 1.5
	Letter total length does not exceed one page
	Margins and borders are standardized, matching those of attached
	resume
	No colors, word art, pictures or symbols
	Double check for grammatical or spelling errors

Thanks for downloading the <u>Resume Genius</u> resume checklist! If you have any general questions about resumes visit our site and leave us a comment.