

## Cover Letter Checklist

A well written cover letter will help you stand out among other qualified candidates. It is your opportunity to demonstrate how your particular skills and background fit into the organization. When writing your cover letter, make sure it includes the following:

- Is it addressed to a specific person?
- Have you told the employer exactly what position you are applying for?
- Have you stated why you are interested in the position and the organization?
- Have you told the employer what you can do for the organization rather than what it can do for you?
- Is the sentence structure varied? Have you limited the use of “I” and “My” to begin sentences?
- Have you requested action, mentioning that you will call or are available to be contacted for an interview?
- Did you express appreciation for the employer considering your application?
- Is it a tailored letter rather than a mass-produced copy?
- Is it neat and attractive? Is it free from speaking and grammatical errors?
- Does the whole letter fit on one page?
- Is it nicely printed on high-quality paper that matches your resume?
- Did you include Dr. Spalding’s email (espalding@cmc.edu) and office phone number (202-833-4946) in your letter?
- Did you include the company name in the address block? Verify the spelling of the company name.
- Did you check that the name in the salutation (Dear \_\_\_\_:) matches the name your letter is addressed to?
- Did you sign it?
- Did you include your resume with the letter?
- Have you made revisions to your resume as suggested by the interview committee?
- Have you had your cover letter and resume reviewed by others, especially CMC Career Service?

The attached letter is a **sample, NOT a template**. Additional examples can be found in the Career Services Guide - *Putting the Pieces Together*.

Name  
Campus Address  
Campus Telephone

Date

Name  
Position  
Organization  
Address

Dear Mr./Ms. \_\_\_\_\_:

Having been accepted by the Washington Program at Claremont McKenna College (CMC), I would like to arrange a full-time internship with your office for the Fall 2012 semester. The CMC program follows the college's regular semester schedule, so I would be available for work from Monday, September 10, 2012 to Friday, December 14, 2012.

I am currently a sophomore/junior at CMC, and am preparing for a double major in Government and Literature. I am interested in a career in public service and I would like to explore this interest through an internship with a Democratic organization. I would be particularly interested in working within the research department of the DCCC. A fellow CMC student, \_\_\_\_\_, recommended your office to me and told me of her contact with you through her work at the\_\_\_\_\_. I have had extensive work experience in a variety of offices and have enclosed a copy of my résumé with this letter.

Claremont McKenna College is a coeducational liberal arts college of 1100 students. Located in Claremont, California, east of Los Angeles, it offers a full range of courses with an emphasis on politics and economics. The CMC Washington Program is located at 1101 17<sup>th</sup> Street, N.W., Suite 604, Washington, DC 20036 and is directed by Dr. Elizabeth Spalding who may be reached at (202) 833-4946 or [espalding@cmc.edu](mailto:espalding@cmc.edu).

Thank you for your attention. I look forward to hearing from you soon.

Sincerely,

Name

Enclosure

***(Often students find themselves applying to an organization where one of our current interns is working. If you are doing so, please edit your cover letter to reflect this fact. This can be as simple as making reference to the Claremont student and what you have heard about the organization from the current intern. In these circumstances, the cover letter becomes an excellent opportunity to advance to the top of the list to be interviewed. – Elizabeth Spalding).***