

Name: _____

Freshman English 2
Cover Letter Editing Checklist

Circle One

Good Ok Needs Improvement	Greeting and Introduction • Greeting addresses the correct person/company • The sender introduces him/herself • The sender introduces why he/she is applying for the job
Good Ok Needs Improvement	First Paragraph • The sender explains reason for the email, job applying for and how the sender heard about the job
Good Ok Needs Improvement	Education and Background Information • The cover letter includes a important information about the applicant (education, background, goals, etc.)
Good Ok Needs Improvement	Experience and Skills • The applicant explains his/her skills, experience, and/or activities and how it applies to the position • The applicant shows why they are fit for the job
Good Ok Needs Improvement	Final Paragraph and Conclusion • The sender politely asks for an interview • The sender says thank you • A closing greeting is included • The sender's name and/or signature is included
Good Ok Needs Improvement	Contact Information • The sender's contact information is listed or the sender advises where to find his/her contact information
Good Ok Needs Improvement	Format and Sequence • The cover letter follows the correct sequence • The cover letter follows appropriate letter and paragraph format
Good Ok Needs Improvement	General Errors • Minimal grammar, spelling and punctuation mistakes.
Overall Comments 	