**Cover Letter Checklist**

Is the cover letter is in standard business letter format with one-inch margins? YES NO

Is the letter work-centered and employer-centered, not “me/I” centered? YES NO

Is your enthusiasm for the opportunity clearly conveyed? YES NO

­­­Is confidence depicted that you are the best candidate? YES NO

­­Is cover letter is written in your own style, using your own words? YES NO

Has colloquial language and clichés have been avoided? YES NO

Does the cover letter read like a form letter or a letter sent to multiple employers? YES NO

Does the letter include contact information to follow-up? YES NO

Are there any spelling, grammar, and punctuation mistakes? YES NO

Ways it could be improved:

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