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Use the following checklist to evaluate and avoid mistakes on every cover letter you write:

- Is it addressed to a particular person (unless it is a response to a blind ad)?
- Does a colon rather than a semicolon follow the salutation?
- Have you told the employer exactly what position you are applying for and how you found out about it?
- Have you stated why you are interested in the position and the organization?
- Did you use specific examples to sell your skills?
- Is it neat and attractive?
- Have you avoided re-writing your resume?
- Is the sentence structure varied?
- Have you limited the use of "I" and "My" at the beginning of each sentence?
- Have you requested action and mentioned that you will call for an interview?
- Did you express appreciation for the employer considering your application?
- Have you told the employer what you can do for the organization rather than what it can do for you?
- Is it an original letter rather than a mass-produced copy?
- Is every word spelled correctly?
- Are all the grammar, syntax, punctuation and capitalization correct?
- Does it convey confidence without seeming arrogant?
- Have you signed your name?
- Is it printed on high-quality paper?
- Is it printed on a high-quality printer?
- Is the letter so general that anyone could have written it?

