EDITING COVER LETTERS
A CHECKLIST

Here's a list of things to look for as you edit your colleagues' cover letters:

**Introductory Paragraph**

- Introductory paragraph makes connection between writer and reader.
- Introductory paragraph previews how writer can contribute to this organization.

**"The Argument"**

- Two or three key arguments convincing the reader to take some kind of positive action in relation to the writer are laid out.
- Concrete evidence supporting the key arguments is provided (e.g., accomplishments, responsibilities, activities).

**Clarity/Coherence**

- Paragraphs are coherent with one idea per paragraph.
- Sentences are clear and concise and written primarily in active voice using strong verbs.

**Mechanics**

- Proper format for business letter followed.
- No spelling, punctuation, or grammar mistakes.

**Closing Paragraph**

- Closing paragraph outlines next steps as appropriate.
- Closing paragraph thanks the reader for his/her time and consideration.