

## **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.