

Checklists for Career-Related Letters

Name:

ID #:

Cover Letter Checklist

- One or more final cover letters are placed in the portfolio and meet the following criteria:
- Letter is addressed to a specific person
- Letter mentions the purpose of the letter, i.e. job, financial support, or college admission
- Letter makes reference to and complements the resume by summarizing and highlighting the information
- Letter requests action from the reader
- Proper business letter format is demonstrated
- Letter is neat and error free
- The letter uses the same paper and typestyle as the resume

Thank You Letter Checklist

- One or more final Thank You letters are placed in the Portfolio and meet the following criteria:
- Letter writer's street address, city, state, zip, and phone number
- Current date
- Interviewer's name, title, and address
- Greeting
- Mentions the specific job interviewed for
- Expresses appreciation for the time spent with the interviewer
- Restates interviewee's qualifications for the job
- Contains contact information
- Contains closing with typed name and handwritten signature

Letter of Recommendation Checklist

- Two to three letters verifying your skills have been collected and placed in the portfolio
- Letters verify work ethics, training, activities and experiences, academic strengths and accomplishments, and/or attendance
- These categories may include job-related experiences and skills, dependability and punctuality, honesty and integrity, problem-solving skills, initiative, ability to work as a positive, contributing member of a team, and grooming and appearance as it relates to requirements for employability

Letter of Resignation Checklist

- One final copy of a sample Letter of Resignation is placed in the Portfolio and meet the following criteria:
- Letter is brief and to the point
- Letter states the specific date of resignation
- Letter states the reason(s) for leaving in a positive tone
- Letter includes something positive about the relationship with the company during employment