

## Applying for a Job: Cover Letters

**Instructor:** Present this self-assessment after the student has developed a cover letter with the intent of applying for a particular position (paid or volunteer), or as part of an instructional exercise to practice drafting cover letters.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
1) A cover letter is a brief letter that I write to my potential employer expressing my interest in the job and why I am applying. Do I include a cover letter with every resume or application I complete?				
2) In my cover letter do I briefly describe my strengths and skills and how they relate to the job?				
3) Do I include reasons why I would be a good person to hire for the job?				
4) Do I keep my cover letter to one page in length?				
5) Do I type my cover letter in a business-letter format using black ink?				
6) Do I include my name and contact information in the cover letter?				
7) Do I personalize the cover letter to a particular individual at the company that will be receiving my resume?				
8) Do I include a greeting or salutation and a closing phrase such as "Sincerely" or "Thank You"?				
9) Do I sign my name and also include my name typed below the signature?				
10) Do I take time to proofread my cover letter for any mistakes before I give it to a potential employer?				

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
11) Do I ask a trusted adult to proofread my cover letter for any mistakes before I give it to a potential employer?				