**Senior Portfolio**

**Cover Letter Revision**

**Directions:** Exchange letters with **two peer reviewers**.

You are to respond to each item on the checklist. If any items are missing or absent from the letter, be sure to **make a note** of this for the writer. Please **mark, circle, and/or underline** corrections on the letter that need to be made. **Draw lines** and **use arrows** to indicate formatting changes that need to be made.

**Check off** each item that is complete. If the item is incomplete or needs changes, **please note** what changes need to be made in the space below the item.

\_\_\_\_ \_\_\_\_**Letter heading** – Has the writer included their name (first and last), email address,

mailing address, city (capitalized), state (abbreviated), zip code, and phone number

including the area code?

\_\_\_\_ \_\_\_\_**Recipient header (aka inside address)** – Name or title of the recipient of your letter

(company name if you do not know the exact recipient), mailing address, city, state,

zip code (email address and phone number are optional)

\_\_\_\_ \_\_\_\_**Salutation/Greeting** – To Whom It May Concern: or the appropriate greeting (Mr. or

Ms. Last Name) if the recipient’s name is included in the recipient header.

\_\_\_\_ \_\_\_\_**Proper font and size** (size 12, business font – Arial, Times New Roman, Calibri)

\_\_\_\_ \_\_\_\_**Paragraph form** – Are there a minimum of **three** paragraphs, left aligned with no indents?

\_\_\_\_ \_\_\_\_**Proper length** (roughly one page, **single spaced**)

\_\_\_\_ \_\_\_\_**Valediction/Signature** – Regards/Sincerely and writer’s name (first and last)

**Letter Content**

\_\_\_\_ \_\_\_\_**First paragraph**

* Identify the position
* Discuss the company or field
* Make a connection between your skill set and this position.

Comments:

\_\_\_\_ \_\_\_\_**Second paragraph**

* Writer should discuss their skills/strengths
* Describe related experience/education
* Explain your interest/personal philosophy of the given field (education, engineering, psychology, law, etc.)

Comments:

\_\_\_\_ \_\_\_\_**Closing paragraph**

* Writer should offer to meet in person
* Mention resume and list of references
* Thank the reader for their time

Comments: