Cover Letters Checklist by C Kohn, Agricultural Sciences, Waterford WI

Reviewer Name: Hour Date:

Reviewed Student: Why Late?

**INSTRUCTIONS**: *For each item, rank it a + (perfect), ✓ (there but needs improvement), or – (not present or not done correctly).*

1. Heading. Does their heading have…
   1. Their street address, city, state, and zip?
   2. Their phone?
   3. An email (optional but ideal)?
   4. Month/date/year?
   5. The specific employer’s name?
   6. Employer’s address, city, state, and zip?
2. Salutation
   1. Does their salutation address a specific person (instead of “To whom it may concern?)
3. First Paragraph
   1. Does their first sentence state the job the candidate is seeking?
   2. Does it state how they learned of the position? (optional but ideal)
   3. Do they state why they in general are a good candidate for the job?
4. Second paragraph
   1. Does it explain why they are seeking the position?
   2. Does it stress what the candidate has to offer from their skills and abilities?
   3. Does it draw attention to their previous experience and preparation for this job?
5. Third paragraph
   1. Does it demonstrate their understanding of the position?
   2. Does it state how their qualifications make them uniquely suited for this position?
   3. Does it request or mention a desire to have an interview?
   4. Does it thank the reader for their time and consideration?
6. Signature
   1. Does it have a general closing statement (Sincerely, Yours Truly, etc.)?
   2. Does it have both their signature and their printed name?
7. General
   1. Does the letter exhibit clear written communication skills?
   2. Is it free of all spelling errors? *(Circle any you find)*.
   3. Is it free of all grammar errors? *(Circle any you find).*
   4. Does the letter as a whole convey their ability and willingness to contribute to that company?
   5. Does this letter seem like it was written by a professional?
   6. Would you hire this person?

Wally Wolverine  
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262-534-3189  
[wwolverine@gmail.com](mailto:wwolverine@gmail.com)  
  
November 22nd, 2013

Dr. Marnie Gamm  
Veterinarian  
Fox Valley Veterinary Clinic  
231 Millgate Dr, Burlington, WI 53105

Dear Dr. Gamm:

My name is Wally Wolverine and I am interested in the opening you have at your clinic for the student internship position. I learned of this position from my agriculture instructor, Mr. Craig Kohn. I believe that I would be an excellent candidate due to my years of experience in working with animals, my knowledge of skills and concepts from classroom training, and because of my overall work ethic and commitment to excellence.

I am seeking this position because in the future I intend to major in Animal Science at UW-Madison or UW-Platteville. I later intend to apply to veterinary school once I have completed my bachelor’s degree. I have specific training in areas such as emergency response, suturing, animal physical exams, and pet health and nutrition. I also have hands-on experience due to my experience working on Saltzman’s dairy farm. I have been working with animals directly for over three years and I have a strong background and performance in veterinary science due to my high school experiences.

I feel that I am uniquely prepared for this job due to my work ethic. I am used to working long hours under stressful conditions, which has helped me to get onto the high school honor roll for two semesters and the high honor roll for one semester. In addition to this work ethic, I have gone outside of the classroom to seek additional experiences, including a job-shadowing experience I had with you last summer. I am hoping that you will grant me an interview so that I can discuss these experiences and practices in further detail, and I thank you for your consideration in advance.

Sincerely Yours,

Wally Wolverine