

Query Letter Checklist



Researching Literary Agents

- Make a list of agents who take your genre.
- Write down their submission guidelines.
- Evaluate their track record. (How many books have they sold?)
- Find and read/listen to any interviews they've done.
- Check out their profiles on social media sites like LinkedIn, Facebook, etc.
- Keep a record of submissions.

Writing the Query Letter

- Personalize the letter to each agent you're sending to. (Address them by name, first and last. Make sure you spell it correctly!)
- Start with a powerful hook.
 - Does it grab the agent's attention and pique their interest?
 - Does it make them want to keep reading?
 - Is it clear what you're talking about?
 - Mention your protagonist.
 - Mention what problem they are faced with.
 - Write about what choices they need to make.
 - Describe the tension driving the story forward.
- Write a bio.
 - Include publication credentials if applicable. Be specific.
 - Include books you've previously self-published if applicable.
 - Write about your career only if it links to the topic of your book.
 - Include writing credentials (writing-related degrees, professional writing organizations you're a member of, major events, workshops, or retreats you've attended, etc.)
 - Include any special and unique research you've done to write your book.
 - Include any major awards and/or competitions.
- Close the letter with a simple "Thank you for your time and consideration."
- Add your signature. Include your full name, company name if applicable, address, phone number, email address, and website URL.

Formatting

*Note: This is only for sending query letters through email.

- Put the word “query” in the email subject line, followed by the title of your book and your book’s genre.
- Use Times New Roman 12-point font.
- Use a formal greeting, address the agent personally, and use a colon after their name.
- Left justify the body of text.
- Single space everything.
- Double-space between paragraphs.
- Close your letter with something simple.
- Add your name and complete contact information in your signature.

Bonus Tip:

Proofread your query letter! A query letter with errors gets rejected immediately. It needs to look professional and be error-free.

Successful Query Letter Examples

[161 Examples of Successful Query Letters from Famous Authors](#) (Queryletter)

[Examples of Successful Query Letters](#) (Ellen Brock)

[100+ Query Letter Examples \(That Got Authors an Agent\)](#) (Bookfox)

[Successful Queries](#) (Writer's Digest)

[5 Agent-Approved Query Letter Examples](#) (Reedsy)