



TAKE OFF

Applying for a job – Good Practice Checklist for writing a Cover Letter

Ensure that your letter:

- Is addressed to a 'named person' not just Dear Sir/Madam
- Includes the date
- Includes all your relevant contact details including phone number and email
- Is clear and easy to read – preferably word processed but some jobs will ask for a hand written letter
- If it is not an electronic application make sure it is on good quality paper
- Includes your CV/application form/certificates or any other information requested

Have you:

- Informed your referees that they may be contacted for a reference and what it is you have applied for?
- Checked and double checked your spelling and grammar?
- Asked someone to proof read it?
- Made sure you have the application deadline date and apply by then?
- Kept a copy for yourself for future reference?