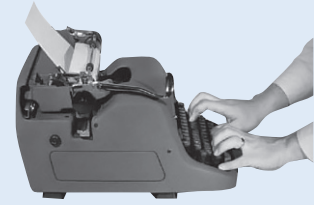


Check list for a good cover letter

This letter is your chance to make a great first impression, invest the time in getting it right.



1. Tailor the letter to each specific job you are applying for:

- Don't even think about one standardised letter simply addressing it differently.
- Keep the letter to one page wherever possible.

2. Address your letter clearly:

- Ensure you have the name of the person spelt right!
- Even though you may be emailing your application still ensure you have the address of the company on the letter and also your own address.
- In some cases you may not be given the address and company details. In this situation simply ensure your own contact details are on the letter.
- If you are filling in the cover letter in an online format follow the prompts.

3. Date – use the style: 24 March 2012

4. Reference to the job position, be sure to include any job code etc. (Underline and bold this)

- E.g: Re: Site Manager Position listing # 399087996

5. Dear

- Use Mr, Mrs or Ms, or if you do not know who it is going to: To whom it may concern

6. Body of the letter should include:

- What you are applying for.
- A brief summary of your relevant experience.
- Why you are interested in the position and working for the company/organisation.
- A direct skills match to everything they have detailed in the job description. (E.g. leadership skills – I am team leader for the night shift call centre. I have been responsible for 18 staff for the past two years and find that despite the job title of 'team leader' I have had to earn the respect of my staff and model the behaviour I expect from them.)
- Reference to your CV as an attachment.

7. Finish up with:

- I look forward to discussing my application with you further.
- Yours sincerely, your name.

