

Cover Letter Checklist

*This is a professional letter showing an employer or recruitment agency that you are interested in a particular position. Each cover letter you write should be unique and tailored to the role you are applying for. See **Guide for Writing Cover Letters** for further assistance.*

Essentials

- My name, address (optional), contact phone number and email address is on the top of the page.
- I have addressed it to someone and/or the organisation. (This might be a recruiter or the company itself).
- I have included the job title and other identifying information.
- I have included the date I am sending the application.
- I started the letter with 'Dear ...,' (e.g. Mr 'Family name', 'First name', or 'Sir/Madam' if the name is unknown). (Avoid: 'TO WHOM IT MAY CONCERN')
- In the first paragraph, I have stated clearly why I am interested in the position and believe I can do the job, including my current or completed studies, and any relevant experience.
- In the second paragraph, I have listed the particular skills and strengths I have that match the position description.
- In the third paragraph, I have shown that I know about the organisation and why I would like to work there.
- I have responded to any 'special requirements' that are not already mentioned in my resume (such as 'I am available for shift work', or 'I have a drivers' licence').
- I have thanked them for the opportunity to apply, said that my resume is attached, and concluded the letter with 'Yours sincerely' followed by my name below.
- Someone whose written English is excellent and who has good attention to detail has checked my spelling, punctuation and grammar.
TIP: *Many people don't get job interviews because there are spelling or grammatical mistakes in their cover letter.*

Don't ...

- Include detailed information, for example, a list of all your subjects and grades, or duties you have had in previous roles.
- Talk about yourself negatively, for example, 'I don't have (e.g. 'much experience'), or 'Unfortunately I can't' (or can only) ...'. This is a sure way to get eliminated.
- Overstate your abilities, skills or experience - keep to the facts.

Formatting tips

- One page in length.
- The font should be the same as the one used in your resume. (We suggest Arial 11.)