



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

### **Ensure that your letter:**

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

### **Have you:**

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