

# Covering Letter Checklist

When writing your covering letter check the following

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## Before

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- You know who to direct your CV and covering letter to, and if not, do your best to find out the relevant named contact to whom you should address it.
- You fully understand the role and have done some research into the employer and the industry.

## During

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- You have specified exactly what you are writing to apply for.
- You have tailored your letter to the role and to the company/organisation you are applying to.
- You have kept your covering letter to a single page unless otherwise stated, and have kept your paragraphs focused.
- All references to the name of the company and their products or services are correct.
- You have presented and formatted your covering letter appropriately: make sure it is professional-looking; avoid fonts that are difficult to read; ensure you have used a formal letter structure (see sample if you're unsure).
- You have avoided (or where appropriate explained) abbreviations and acronyms – use your discretion to decide whether the employer is likely to be familiar with the same acronyms and abbreviations as you.
- You have used appropriate language – professional, no text speak.
- You have demonstrated that you are interested in the role specifically and understand what it involves and how you are suitable.
- You have shown an interest in the employer and indicated what impresses you about them and/or attracts you to working for them.
- You haven't repeated your entire CV – the idea is to highlight your key selling points encouraging them to read your CV to find out more about you.
- You have included any dates you will not be available to be contacted or attend for interview.
- You have concluded your letter appropriately, encouraging the employer to contact you.

## After

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- Your spelling and grammar are accurate and correct.
- Your letter is personal to you and tailored to the role and the employer you are applying to rather than copied from the Sample Covering Letter or elsewhere.
- Someone you trust has proof read it.
- You convert your letter into PDF format to guarantee that it will be displayed to your reader in exactly the same way that it displays on your computer .

## If sending by e-mail

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- You have named your covering letter and accompanying files logically to make the job easy for the employer and whoever is processing your application (they may not be the same person) – include your name, job reference number (if there is one), and the type of document – eg 'Namey-McName\_Covering-Letter\_RefXYZ.doc' 'Namey-McName\_CV\_RefXYZ.doc'.
- You have sent all documents including the covering letter as attachments and have included a brief message in the body of the e-mail which references the job and lists the attachments – the e-mail itself may be judged in terms of how professional and courteous it is.