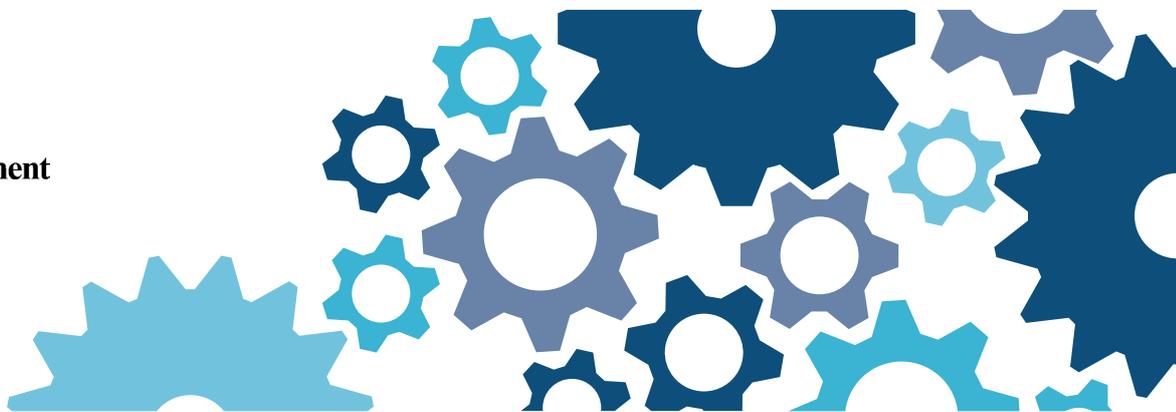




Australian Government



# Cover letter quality check

## Check for content

- Tailor your cover letter to the specific job and employer.
- Address all the required skills needed for the job. Include a summary of relevant previous employment, qualifications and industry and occupational licences.
- Make sure it is easy to read. The employer should be able to read the key points in your cover letter in less than a minute and understand why you are right for the job.
- Your cover letter should include today's date.
- Always attach your tailored résumé when you send out a cover letter.

## Check for accuracy

- Find the name of a contact to address your letter to. If there are no contact details, use 'Dear Sir/Madam'.
- Check for spelling mistakes and grammar errors. Don't forget to check names, contact details and job titles are correct.
- Make sure everything you say about yourself is true and can be proven.
- Ask a family member, friend or co-worker to read and check your letter before you send it.

## Check for presentation

- Choose a simple and professional format and layout.
- Use a font that is easy to read, For example Arial size 12.
- Ensure the letter is a maximum of one page in length.
- Your letter should have a clear structure with an opening and closing paragraph.
- Address the employer formally (e.g. Mr, Mrs, Ms)
- Use a formal sign off, for example 'Yours sincerely'. Sign the letter if you are posting it.

Disclaimer: The content of this tipsheet is intended as general information only and does not replace professional advice. It is derived from a variety of sources and has been prepared without taking into account your individual objectives, situation or needs. You should consider your personal circumstances, and if appropriate, seek independent legal, financial or other professional advice before acting. The Department has endeavoured to ensure the currency and completeness of the information in this tipsheet at the time of publication; however, this information may change over time. Provision of links to external websites are provided for convenience only and should not be construed as an endorsement or approval of the third party service or website by the Department. The Department expressly disclaims any liability caused, whether directly or indirectly, to any person in respect of any action taken on the basis of the content of this tipsheet.