



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.
- The letter has the date on it.
- Always attach your tailored résumé when you send out a cover letter.

Check for accuracy

- Make sure you know who 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.
- Make sure everything you say about yourself is true and can be proven.
- Ask a family member, friend or co-worker to check your letter.

Check for presentation

- Choose a simple and professional format and layout.
- Use a font that is easy to read.
- Ensure the letter is one page maximum.
- 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.

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