

Covering Letter Checklist

Are your cover letters ready to send to employers?

See how your covering letter matches against the below:

- ☐ Is it addressed to a named person? (If not, ring up and find out who to send it to).
- ☐ Does the **first paragraph** outline why you are writing (e.g. to apply for a specific vacancy and where it was advertised)?
- ☐ Does the **second paragraph** state why you want that job and want to work for that particular company?
- ☐ Does the **third paragraph** summarise relevant highlights from your CV/application form demonstrating your suitability for the role?
- ☐ Does the **fourth and final paragraph** tell them you are looking forward to hearing from them and mention when you are available to start and any dates you are not available for interview?
- ☐ If you are sending your letter via email, have you put the above information within the body of the email and attached your clearly named CV?
- ☐ Does it focus on the needs of the company rather than your own?
- ☐ If you are sending a paper version, have you used formal letter format?
- ☐ Has it been checked and re-checked for formatting, spelling, punctuation and grammar?

Further information about covering letters at <https://www2.worc.ac.uk/careers/resources.html>

For further advice or feedback on your application book a careers appointment at: <https://worchester.targetconnect.net>

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