

# Check your covering letter



## Heading

Have you headlined your letter with the position you are applying for? If the advertisement has a reference number, include it in the heading.



## Contact Information

Have you included your contact information? Have you included the name of the addressee/company?



## Size and Layout

The letter size should be maximum one page. Does the layout leave a professional impression? Is the letter legible, clear and interesting?



## Relevance and Adequacy

Is the letter designed for the position you are applying for and not as a standard letter? Have you emphasized the things requested in the advertisement? Is the letter about the job you are applying for?



## Why do you want to work for the company?

Explain why you want to work for this particular company of all companies. Show that you are well informed and that you have done some research about the company.



## Why do you want this job?

Have you described why you are interested in the job?



## Why should they choose you?

Explain clearly why the company should choose you for the position. Emphasize the qualities, experiences and/or knowledge that make you suitable for the position. Give examples of real situations that confirm your assertions.



## Spelling, Grammar, Style and Language

Check your spelling and make sure you have not made any linguistic errors. Do the style, the language and the expression you have used reflect your personality?

### Things to consider!

If you are writing a speculative letter you can include a heading that arouses interest or provides a short summary of the matter.

### Things to consider!

Unfortunately the recruiter will notice if you have sent bulk mail, i.e. the same letter to several employers. Think quality instead of quantity.

### Hint!

It is preferable to establish an association between things such as the company's culture, the focus of the job and your own motivation, qualities, experiences, interests and skills.

### Things to consider!

The employer is interested in the way you and your competence only can benefit the company and contribute to business operations.