

# Hints & Tips

## COVER LETTER



Use the following checklist as a guide to professional communication when writing cover letters.

### CONTENT – get it right

- Include the date.
- If you know who you are writing to, use their name.
- Specify the mode of delivery as part of the address, i.e. by post, by email ....
- Include the Immigration New Zealand client number (if known).
- Include the visa applicant's full name and date of birth.
- Write using the active voice.
- Use short sentences.
- Use paragraphs – keep them short and focussed on one main idea/point.
- Use simple, plain language.
- Introduce why you are writing.
- Ensure all immigration instructions relevant to the application are addressed.
- Cite evidence to prove what you are saying.
- Include specific references to immigration instructions.
- As you write, use spellcheck and other resources such as Grammarly.
- Sign off the letter with your name and licence number.
- If appropriate, include a list of attachments.
- Proofread before sending.

### FORMATTING – the essentials

- Number items in a list of attachments.
- Use single line spacing.
- Use headings as appropriate and be consistent in their use, e.g. major headings in bold, minor headings in italics.
- Use bullet points or letters, e.g. "(a)" for lists in the text of the letter.
- Include lots of "white space".
- Use a font that is large enough and easy to read.
- Use page numbers.

### DON'T...

- Include irrelevant information.
- Repeat yourself unnecessarily.
- Contradict yourself.
- Run ideas together.
- Use unusual words that the average reader might need to look up in the dictionary.
- Use archaic expressions like heretofore, aforementioned, henceforth, whilst or amongst.
- Use emotive or flowery language.
- Use the passive voice.
- Use unreliable resources such as Wikipedia.

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**Puja Mehta**



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