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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David Kirk

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Table of Contents Cover Letter Tips Install

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    - Cover Letter Tips Install eBook Subscription Services
    - Cover Letter Tips Install Budget-Friendly Options
6. Navigating Cover Letter Tips Install eBook Formats
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    - Cover Letter Tips Install Compatibility with Devices
    - Cover Letter Tips Install Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Cover Letter Tips Install
    - Highlighting and Note-Taking Cover Letter Tips Install
    - Interactive Elements Cover Letter Tips Install
8. Staying Engaged with Cover Letter Tips Install
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Cover Letter Tips Install
9. Balancing eBooks and Physical Books Cover Letter Tips Install
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Cover Letter Tips Install
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine Cover Letter Tips Install
    - Setting Reading Goals Cover Letter Tips Install
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Cover Letter Tips Install
    - Fact-Checking eBook Content of Cover Letter Tips Install
    - Distinguishing Credible Sources
13. Promoting Lifelong Learning

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