

# 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.

# Cover Letter Tips Install

**Ronald H. Claxton, Biddie Lorenzen**

**Cover Letter Tips Install:**

## Cover Letter Tips Install Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Cover Letter Tips Install**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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