

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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Table of Contents Cover Letter Tips Install

1. Understanding the eBook Cover Letter Tips Install
 - The Rise of Digital Reading Cover Letter Tips Install
 - Advantages of eBooks Over Traditional Books
2. Identifying Cover Letter Tips Install
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Cover Letter Tips Install
 - User-Friendly Interface
4. Exploring eBook Recommendations from Cover Letter Tips Install
 - Personalized Recommendations
 - Cover Letter Tips Install User Reviews and Ratings
 - Cover Letter Tips Install and Bestseller Lists
5. Accessing Cover Letter Tips Install Free and Paid eBooks
 - Cover Letter Tips Install Public Domain eBooks

- Cover Letter Tips Install eBook Subscription Services
- Cover Letter Tips Install Budget-Friendly Options
- 6. Navigating Cover Letter Tips Install eBook Formats
 - ePub, PDF, MOBI, and More
 - 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
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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