

Application Letter Checklist

- Have you noted how to spell the employer's name and address correctly?
- Have you included the job title of the intended recipient?
- Have you clearly stated the type of employment you are seeking?
- Have you recorded some evidence of your research into the prospective employer?
- Have you emphasised your discipline specific skills?
- Have you emphasised your key generic attributes and skills?
- Have you avoided writing about non-work interests unless what you have learnt from them is relevant to the job you are seeking?
- Have you indicated that your resume is enclosed?
- Have you mentioned when you are available for an interview and how you can be contacted?
- Does the tone of your letter indicate self-confidence and respect without bragging or being too humble?
- Have you avoided mentioning what you expect to be paid?
- Have you avoided apologising for what you don't have or being negative about yourself?
- Have you avoided using pompous phrases or slang terms?
- Is your letter grammatically correct and free of spelling errors?
- Have you shown your final draft to two people and sought their opinion?
- Have you arranged for your letter to be typed?
- Does your letter fit on the one page?
- Have you signed your application letter with your name printed below?
- Have you avoided fancy or coloured stationary?
- If you are sending your resume is the envelope big enough so that you don't have to fold it?
- Is the envelope correctly addressed with your name and address on the back?
- Have you kept a copy for your Job Search Record?
- Have you noted the date of mailing in your Job Search Record?

Source: Stevens, P. (1991). *The Australian resume guide: Making your job application work*. Sydney: Centre for Worklife Counselling