

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 Same Day Delivery

William Mitchell

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name bar.

Cover Letter Tips Same Day Delivery:

Writing Resumes and Cover Letters For Dummies - Australia / NZ Amanda McCarthy, Kate Southam, 2015-05-04
Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market
Applying for jobs in today's tight job market can seem like an overwhelming process. Competition is fierce and employers expect more than ever before from job applicants. With unemployment and redundancies rising, it's simply not a good time to be looking. So how do you make yourself stand out? *Writing Resumes and Cover Letters For Dummies* Second Australian New Zealand Edition shows you how to catch a recruiter's attention. Presenting a wealth of sample resumes and cover letters, this handy, easy-to-use guide shows you how to write a killer cover letter, format your resume for online use, use social networking to your advantage, and tailor your resume and cover letters for specific positions and companies. Designed specifically for job hunters in Australia and New Zealand, it offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position. Includes advice on addressing government selection criteria. Features ten ways to turn off a recruiter and ten tips for the perfect presentation. No matter how tough the job market is, a great resume and cover letter combination will help you get the attention you deserve. *Writing Resumes and Cover Letters For Dummies* gives you all the tools and tips you need to get noticed and get your dream job. [Australian Resumes For Dummies](#) Amanda McCarthy, 2012-03-08 Created especially for the Australian customer. Packed with tips on creating and distributing your resume in today's new job search environment. Whether you're entering the job market for the first time, changing jobs, or changing careers, *Australian Resumes For Dummies* shows you all the tricks in getting your resume noticed in a new era in recruiting and job finding. With a wealth of sample resumes, help with selection criteria, and job search tips, this resource will help you stand out from the crowd. Discover how to Master the basics. Format your resume for cyberspace. Create a killer cover letter. Tailor your resume to companies and jobs. Secure employment overseas. Decipher and address government selection criteria. **A Practical Treatise on Bills of Exchange, Promissory Notes, and Bankers' Checks** Joseph Chitty, 1834 [Post Office Guide](#) Great Britain. Post Office, 1870 [Billboard](#), 1999-06-19 In its 114th year, *Billboard* remains the world's premier weekly music publication and a diverse digital events brand, content, and data licensing platform. *Billboard* publishes the most trusted charts and offers unrivaled reporting about the latest music, video, gaming, media, digital, and mobile entertainment issues and trends. [Billboard](#), 1997-04-05 In its 114th year, *Billboard* remains the world's premier weekly music publication and a diverse digital events brand, content, and data licensing platform. *Billboard* publishes the most trusted charts and offers unrivaled reporting about the latest music, video, gaming, media, digital, and mobile entertainment issues and trends. [Survey Methods for Assessing Freight Industry Options](#) Catherine Theresa Lawson, James G. Strathman, 2002 [Maritime Notes and Queries](#) William Mitchell, 1883 **The Bankers' Magazine, and Journal of the Money Market**, 1877 **The English Illustrated Magazine**, 1891 *Appendix to the Journals of the House of Representatives of New Zealand* New Zealand.

Parliament. House of Representatives,1886 **The Nation** ,1884 *eBook Marketing Research* Joseph F. Hair, Jr.,Bryan Lukas,2014-07-16 Marketing Research provides a contemporary and managerially relevant discussion of the key principles in the dynamic field of marketing research The authors take an application oriented approach providing students with the tools and skills necessary to solve business challenges and exploit business opportunities It strikes the right balance between quantitative and qualitative data discussions encouraging an understanding of best practice in data collection and analysis supported by strong theoretical discussion and relevant case studies The fourth edition has a new industry voice with insights from Ken Roberts founder and president of Forethought Research Ken 39s industry cases Food for Thought tie theory to real world business practice using experiences from clients in ANZ Asia and the US This fourth edition has been revised and updated with streamlined chapters increased coverage of social media and all new end of chapter material Students and instructors have access to a thorough digital package offering quizzes exercises and SSPS data sets **Scribner's**

Monthly, an Illustrated Magazine for the People ,1874 **The Weekly Reporter** ,1891 News Photographer ,2006

Cases Argued and Decided in the Supreme Court of the United States United States. Supreme Court,1926

Shipping Board Operations United States. Congress. House. Select Committee on U. S. Shipping Board Operations,1920 *The Northwestern Reporter* ,1891 *Report to the Board of Agriculture and Fisheries of an Enquiry Into Agricultural Credit and Agricultural Co-operation in Germany* Great Britain. Board of Agriculture and Fisheries,J. R. Cahill,1913

The Enigmatic Realm of **Cover Letter Tips Same Day Delivery**: Unleashing the Language is Inner Magic

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<https://crm.allthingsbusiness.co.uk/About/scholarship/Documents/Best%20High%20Yield%20Savings%20Near%20Me%20Tutorial.pdf>

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