

# COVERING LETTER CHECKLIST



## One page letter

Ensure that your motivation comes across in one side (max one and a half). You only have space to highlight one or two key examples from your experience so choose wisely!

## What can you offer?

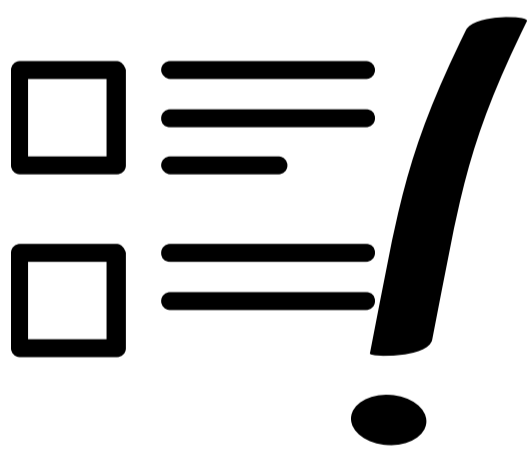


Cover why you want the job. Why you are a great match for the department/institution. What can you offer the team that another candidate can't? Demonstrate that you have done your research on them. You need to convince them that you understand their ethos and highlight what you could bring to the team.



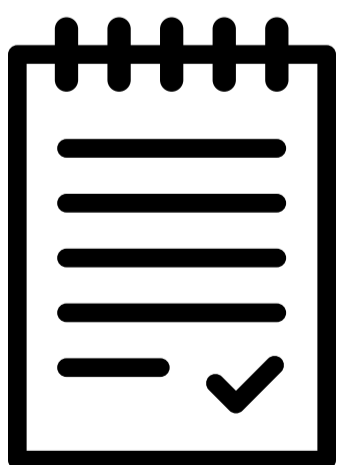
## Avoid empty statements!

Don't tell them how great they are, show them that you have thought about how you can make an impact. Are there any key initiatives that you can contribute to or collaborations that you can bring? If so state it!



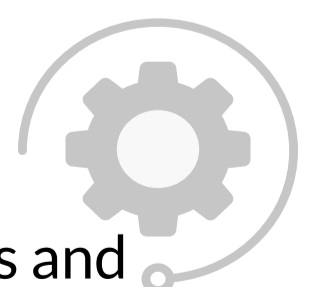
## Attention to detail

You are displaying your communication skills so check that there are no spelling or grammatical errors within the letter! You must rewrite your letter for every individual application made as recruiters can tell when paragraphs from other applications have been used.



## Style

Don't be chatty. Instead write in a standard business style. You are displaying your communication skills so make sure that there are no spelling or grammatical errors.



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