



Cover Letter Checklist

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"The Ultimate Job-Seekers Resource"

This checklist is one in a series of Fact-Sheets produced by CV Master Careers. Available to download for free at: <http://www.cvmaster.co.uk/career-downloads/>

Please ensure that you follow these guidelines when sending your Covering Letter.

	<input checked="" type="checkbox"/>
Make sure you have the name of the recruiter wherever possible. Do not address the letter 'to whom it may concern' if you do not know the name, open with 'Dear Sir/Madam'.	
Put the recruiters name on the envelope as well as the letter.	
If applicable make sure you include details of where you saw the job advert (e.g. Western Mail, Fish4Jobs website etc.....)	
Include a reference number (if available in the advert). (If applicable)	
Make sure you have the right contact details and date.	
Don't forget to sign it!	
When printing your letter do it on high quality paper (100 gsm).	
If you are intending to e-mail the letter make sure the file name is suitable, e.g. 'your name_ covering letter'.	

Good Luck, and please let us know how you get on with this checklist, we are open to suggestions if you have any wisdom that you would like to share with other jobseekers, please email suggestions@cvmaster.co.uk