

## CHECKLIST

- ☐ Have you included a tailored covering letter?
- ☐ Is it short, factual and less than one side of A4 paper?
- ☐ Have you mentioned where you saw the job advertised and included any reference numbers?
- ☐ Have you referred to your CV?
- ☐ Do you explain why you want the job?
- ☐ Have you said why you would be good for the job?
- ☐ Have you demonstrated knowledge of the company?
- ☐ Have you included your availability for interview?
- ☐ Have you provided a contact number?
- ☐ Do you have the correct contact details and are they spelt correctly?

PRINT