

Checklist before you send off your application

Formalities

- Is your personal letter appropriate for the position for which you are applying? Avoid copying the letter to send it to several employers.
- Have you inserted a heading to make it clear that you are applying for the position in question?
- Is the application correctly labelled with any relevant reference number?
- Will your application arrive in time?
- Is the employer's address correct?
- Is the application addressed to the right person?
- Are all the dates correct?
- Have you used a clear, easily legible font (for example Times New Roman)?
- Are your name, address, phone number and email address clearly stated?
- Have you checked the spelling?
- Have you asked your referees for their permission?
- Do you have a friendly, simple closing phrase?

If you are sending your application by post

- Is your application printed correctly with no errors?
- Have you signed your application (in blue or black ink)?
- Have you attached the correct postage to the envelope?
- Is the envelope correctly labelled with any relevant reference number?

Content

- Have you been clear about how you satisfy the employer's requirements and preferences?
- Have you answered the following questions: Why are you applying for the job? What can you add? Why should they choose you specifically?
- Have you described your background (work experience and education) and how this background makes you suitable for the job in question?
- Have you described jobs with responsibility, lengthy periods spent abroad, future objectives and leisure activities in your personal letter?
- Have you given your application a personal touch? Write a few lines about what you do in your spare time, giving examples. Don't just write "I exercise", but "I enjoy exercise and play tennis".
- Have you said everything you wanted to?