

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 Returns

Christina A. Sandoval

Cover Letter Tips Returns:

Ventures Level 4 Teacher's Edition with Teacher's Toolkit Audio CD/CD-ROM K. Lynn Savage, Gretchen Bitterlin, Dennis Johnson, Donna Price, Sylvia Ramirez, 2008-09-08 Ventures is a six level standards based ESL series for adult education ESL. The interleaved Teacher's edition walks instructors step by step through the stages of a lesson. Also included are suggested times for exercises, teaching tips, expansion activities, cultural information and ways to expand a one hour lesson to fill two or three instructional hours. The CD ROM contains reproducible activities for individual, pair and group work, tests and audio for tests.

What I Wish I Knew Back Then Christina A. Sandoval, 2024-11-28 Are you ready to take the next step towards your dream life? You've come to the right place, my friend. Whether you're a recent high school grad, a college student, or a young professional just starting off, *What I Wish I Knew Back Then* is your guide to creating a successful and fulfilling life and career. Packed with the hottest tips and realist secrets from a career counselor's toolkit, this book will teach you how to visualize the future you want, find a career that is right for you, make decisions and set goals for career and life planning, be adaptable in an ever-evolving workforce, build your personal brand, develop a professional network and portfolio. And more. Making use of visual aids, journal prompts, and inspiring quotes, each easy-to-digest chapter will give you deeper insight into your career journey and provide you with practical skills you can immediately apply to the workplace. Funny and heartfelt, candid and wise, *What I Wish I Knew Back Then* prepares you for the challenging road ahead and shows you how to enjoy yourself along the way.

Internal Revenue Bulletin United States. Internal Revenue Service, 2009-10 2000 Tax Hints, 2000 *The Guide to Basic Cover Letter Writing* Public Library Association, Editors of VGM, 2003-09-05 A solid, well-written cover letter is crucial to getting a job interview. Written under the auspices of the Job and Career Information Services Committee of the Public Library Association, a group of librarians with many years of collective experience in researching and providing job assistance information, this practical guide provides easy-to-follow instruction in crafting outstanding cover letters for any type of position. Completely updated, it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies.

Career Bounce-back! J. Damian Birkel, Stacey J. Miller, 2003-03 Enabling individuals to weather the trauma of unemployment, this guide offers real world advice from a victim and survivor of downsizing and restructuring. Unemployed professionals learn practical steps for managing the grief that follows job loss and methods for guiding and protecting their families through the challenges of unemployment. Solid, effective strategies for recovery and reemployment are featured along with motivational examples of fellow professionals who have successfully re-entered the job market. Covered are issues such as gracefully parting ways with a former employer, coping with feelings of powerlessness and fear, maintaining and rebuilding networks, finding the hidden job market through informational interviewing, and effectively marketing oneself to prospective employers.

Children's Writer's and Illustrator's Market 1994 Christine Martin, 1994 This annual brings together the two key aspects of children's writing: pre-schoolers through

teenagers publishing the writing and the illustrating in one handy volume of markets including book publishers magazines audio visual and audiotape markets and scriptwriting markets *Strategies* Sharon K. Ferrett,1995 This text helps students begin their job search with self assessment and move through each key step including research networking writing resumes and cover letters completing a successful interview and how to get promoted The book empha sizes maintaining energy and morale throughout the job search *The Back Door Guide to Short-term Job Adventures* ,2002

Hot Tips, Sneaky Tricks, and Last-Ditch Tactics Jeff B. Speck,1989-03-30 How to survive the corporate recruiting process and get an edge on the competition A corporate jungle survivor shows you how to get past intimidating corporate recruiting tricks and tactics to get the high paying and rewarding job you want Author Speck who has worked on the inside of the corporate recruiting process turning hundreds of applications into mere dozens of positions provides the answers you need to know to get that lucrative first job

Children's Writer's and Illustrator's Market '97 Alice P. Buening,1996-12-15 An annually published directory containing over 800 listings of publishers for authors and illustrators of children s books

American Federal Tax Reports ,1985 *Children's Writer's and Illustrator's Market 1995* Christine Martin,Alice P. Buening,1994-12 This annual brings together the two key aspects of children s publishing the writing and the illustrating in one handy volume of market listings including book publishers magazines audiovisual and audiotape markets and scriptwriting markets Includes helpful articles and a section of markets for work by children

2000 Songwriter's Market Tara Horton,1999-08 Consider it the foundation of your songwriting career Songwriter s Monthly **Novel and Short Story Writer's Market, 1991** Robin Gee,1991 Lists addresses and information on contacts pay rates and submission requirements and includes essays on the craft of writing

Photographer's Market Donna Poehner,Erika Kruse O'Connell,2005 This professionals guide to the world of photography covers thousands of up to date market listings providing insider information for magazines book publishers stock agencies advertising firms businesses newspapers and galleries

2008 Poet's Market Nancy Breen,2007-08-06 Where how to publish your poetry Cover *Landing a Job For Canadians For Dummies* Dawn McCoy,2002-10-01 Finding a new job is an overwhelming prospect for most people no matter how many times you ve done it or at what stage of your career you re in Especially in tough job markets when job seekers face tougher screening by recruiters it s crucial to standout from the crowd in every way from your resume to your interview Whether you re looking for a job in Canada or outside the country the right strategy coupled with expert know how will give you the critical advantage to land your dream job Landing a Job For Canadians For Dummies is for everyone looking for a job Whether you re a newbie fresh out of university or a professional looking to change careers you ll discover how to find your ideal job and create a winning plan for getting it This user friendly guide helps you Decide on a career Develop a strong r sum Write memorable cover letters Research jobs and companies Maximize networking skills Land a job Explore how you can use computers the Internet and e mail in conjunction with tried and true networking and follow ups to cast a discerning net that will catch the

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Artist's Market ,1992 **H-1B Handbook** Steven C. Bell,2005

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