EXAMPLE LETTER – THINGS TO REMEMBER

A few things to remember

- **Choose a modern font** – Ariel, Calibri, Trebuchet are all good; font size should be no bigger than 12
- **Spell check, spell check, spell check** – nothing is quicker at getting a **NO** than bad spelling and grammar
- **Add in all skills you have relevant to the role** – don't miss off anything – sell yourself
- **Take out skill that aren't needed** – these will just add length to your CV and bore the selector.
- **Make sure your email address is appropriate** – if not create a new one just for applications that makes you sound a serious contender mrIloveunicorns@gmail.com
- **Try to find out a named person to send to** – this makes it more personal, won't get lost be passed around to get to the right person, and you will have a contact that you can follow up with
- **Keep it to one page** – concise and simple is the key, make them want to meet you to find out more.