



- ❖ Keep accompanying letters brief
- ❖ Type or wordprocess unless handwritten letters are requested
- ❖ Use a clear and plain font eg. Arial or Times New Roman, 12 point size
- ❖ Black ink is preferred (it is better for photocopying)
- ❖ Space your letter so that it covers the whole page
- ❖ Check spelling and grammar
- ❖ Do not cross out or use correcting fluid – Start again if necessary
- ❖ Refer to the job applied for and where it was seen advertised
- ❖ Include the name of the person to whom you are applying, their position and the company address at the top left of the page
- ❖ Include your address at the top right of the page
- ❖ Don't forget the date
- ❖ If you are writing to a named individual eg. Dear Mr. Smith - the letter should be signed 'Yours sincerely'  
If you are writing to Dear Sir/Madam - the letter should be signed 'Yours faithfully'
- ❖ Sign and print your name
- ❖ Keep a copy

This information has been collated from books held in the Open Technology Centre.

