

Checklist: My covering letter

Criteria	Struktur/Inhalt	Date:			Date:		
		😊	😐	☹	😊	😐	☹
Heading	Briefkopf						
I have written - my address without my name - my phone number - my e-mail in the top right corner - the date below - the employer's name and address in the top left corner.	meine Adresse (ohne Namen) Tel. und E-Mail oben rechts Datum darunter Name und Adresse der Firma/Organisation						
Beginning of the letter	Anfang						
I have written a greeting: <i>Dear Ms/Mrs/Mr ... ,</i> <i>Dear Sir or Madam,</i>	passende Anrede: → Name bekannt → Name unbekannt						
In the first sentence I have written - a capital letter at the beginning - for which job I want to apply.	Erster Satz: Anfang groß Stelle, auf die ich mich bewerbe						
Main part	Hauptteil						
I have written about my strengths/qualifications/work experience.	Stärken/ Qualifikationen/ Erfahrungen						
I have written what I can contribute to the company/organization.	was ich beitragen kann						
Ending of the letter	Ende						
I have closed my letter with: - <i>I look forward to hearing from you.</i> - <i>Yours sincerely,</i> - <i>Yours faithfully,</i>	Schlusssatz passende Schlussformel: → Name bekannt → Name unbekannt						
I have signed with my full name.	Unterschrift						
Final check	Prüfen						
I have used formal English.	Standardsprache						
I have used a dictionary to check words.	Wortschatz						
I have checked the grammar with the help of the rules in the back of my book.	Grammatik/Satzbau						
I have checked my "favourite" mistakes.	Fehlerliste						