

COVER LETTER CHECKLIST

Your guide to a compelling cover letter
that connects



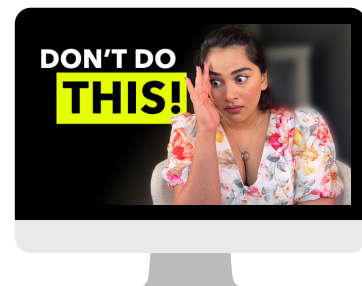
A step-by-step checklist to write a personalised cover letter that highlights your value and gets responses.

COVER LETTER CHECKLIST



- ☐ Are you addressing the cover letter by finding the hiring manager's name on LinkedIn? Or just write **"Dear Hiring Manager"**
- ☐ Is your first paragraph starting with your *passion/inspiration/what you found the most interesting about the role or achievement?*
- ☐ Are you using specific projects or examples from your current work experience to explain how you fit in their criteria?
- ☐ Have you explained the primary reason for applying for this role? Is it the project/company/ job responsibilities?
- ☐ Did you use the last paragraph to summarize your skill set in 3-4 sentences as a marketing pitch?
- ☐ Did you leave your email address as a hyperlink and phone number in the end?
- ☐ Did you watch my [YouTube video](#) on how to write a great cover letter?

Click here to
watch the video.



Be discoverable. Be credible

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COVER LETTER CHECKLIST



Example:

Divya Kataria

22 Street Lane, Auckland

04 June 2026

Water Services Group

Cambridge, Waikato

Subject: Expression of interest for the role of Team Leader Development Engineer

Your pitch of your strengths and expertise in 1-2 sentences

Tēnā Koe,

As a civil engineer with demonstrated work experience in development engineering within the three-waters industry, I will bring my strong knowledge of the Resource Management Act (RMA), resource consent decision making, engineering applications and network assessment. My several years of experience as a development engineer has exposed me towards importance of design of our water and wastewater assets from an asset planning, regulatory and level of service towards the community. I have been driven towards developing my skillset within the development engineering space. Here is why I would be a good candidate for this role:

The hook!

Explain your skills via examples

- **Passion for development engineering**

I thoroughly enjoy working in the development engineering space through my experiences working in Auckland, ~~Manawatu and previously in Nelson~~. I am leveraging my experience across regional councils to help Selwyn water establish new processes for their CCO to brainstorm and implement ideas of how we can expedite applications for developers while creating a high-trust and accountability-driven environment in the industry. I am helping develop forms for website, map out customer journey and assisting with managing workload on a temporary contract.

- **Prior experience of working at ~~Manawatu City Council~~ at a senior level**

With experience working across urban and rural subdivision applications pertaining to water, wastewater and roading assessments. I have a good working knowledge of the resource consent process, RMA legislation, Engineering Code of Practice and NZS 4404, which will come useful into this role as an asset planning engineer to help support renewals planning, asset planning and advice on investment and long-term planning. I am also well versed in NZS3910 through my experience as an assistant contracts manager and its implementation.

Your specialisation and relevant experience

- **Sound communication skills and experience dealing with public & developers**

I have multiple years of experience dealing with developers and public to deliver difficult decisions regarding network extensions, capacity constraints and zoning requirements in my roles at Invercargill City Council and Watercare. I have experience in engagement with the public to guide and help them understand our decisions, our asset management strategy and reasoning behind imposed conditions in a patient and clear manner to achieve favourable outcomes.

- **Strive for professional development**

I have graduated with a Bachelor's in Engineering Honours, which is in alignment with this role. I am also studying part-time on couple online courses with Open Polytechnic to build my knowledge on water management systems, wastewater and urban drainage for my continuous professional development as an engineer.

Call to Action!



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