

How to write a covering letter

Student Activity

SECTION 1

What is a covering letter?

A covering letter is a document you send with your CV (traditionally as the front cover). However, it differs from a CV in that instead of being a written overview of your skills and experience, it's specifically written with the job you're applying for in mind - allowing you to highlight certain areas you think would make you right for the role.

What should a covering letter include?

Please write in the box below what information you think should be included in a covering letter?

You should include the following information in a covering letter...

- > **Your Contact Details**
- > **Who you are addressing the letter to**
- > **Where you found the job**
- > **Why you are suitable for the job**
- > **What you could bring to the company**
- > **Closing Statement**

Why is a covering letter important?

To put it simply, your covering letter is the easiest and best way for you to stand out from the crowd.

It brings a something extra to the table when you apply for a job - the employer will learn more about you, your personality, what you want from the job as well as gain an insight as to why you're applying.

As your CV is supposed to be short and sweet, your covering letter is the perfect way to elaborate on your achievements.

To make sure what you write is logical, to the point and easy to read, here are some key rules to follow for your covering letter:

- > **Be Clear**
- > **Keep paragraphs short**
- > **Back up any statements you make with facts**
- > **Choose a professional font**
- > **Check your spelling and punctuation**
- > **Use a template**

SECTION 2

Your covering letter

In this section we will provide you with a covering letter template to complete.

You will need to select a job to apply for so you can tailor the content in your covering letter.

STEP 1 - YOUR CONTACT DETAILS

Make sure that you include your full name, email address, contact number (can be mobile, home or both), along with home address.

Please write in the boxes below the correct information for you?

Full name

Email address

Mobile number

Home number

Home address



STEP 2 - COMPANY CONTACT DETAILS

Make sure that you include the company name, who you are writing to and the company address

Please write in the boxes below the correct information for you.

Full name

Company name

Company address

STEP 3 - OTHER DETAILS

Make sure that you include some other important details, like the date, role you are applying for and why you would be good in the job.

Please write in the boxes below the correct information for you.

Date

Role you are applying for

Why would you be good at the job?

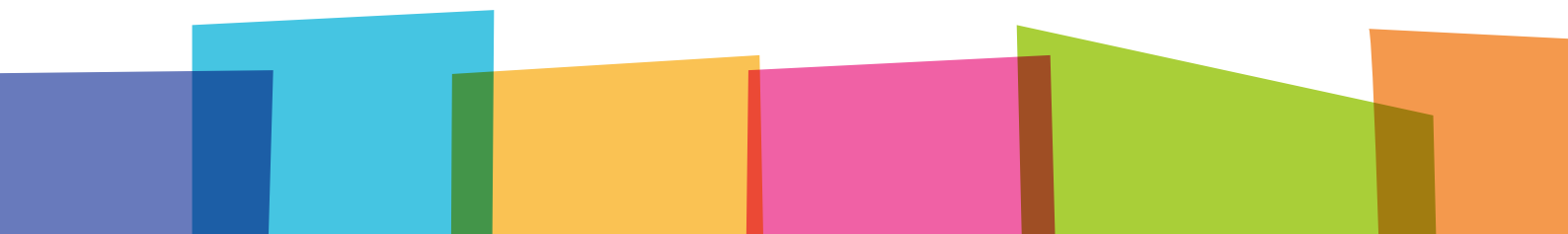




STEP 4 - YOUR SKILLS

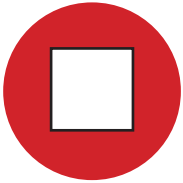
Name of Skill

Describe how you use the skill

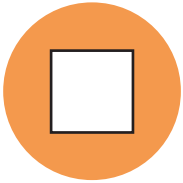


Student Feedback

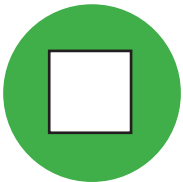
How would you describe your learning in this lesson?



I don't understand the learning in this lesson



It's not easy but I am beginning to understand



I really understand the lesson

Formal Teacher / Teaching Assistant Notes:

Staff Name

Date

Support Required (Tick Box as appropriate)

Independent Physical Verbal One to One Scribe

Explanation of Support