

Covering Letters

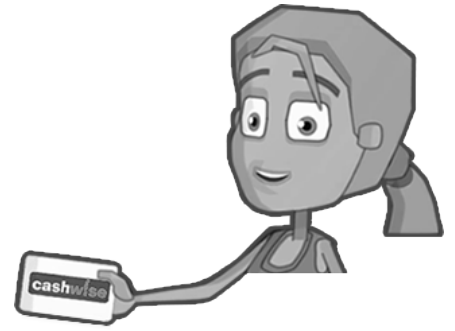
The Importance of Covering Letters

You should always send a covering letter with your CV or application form to:

- Demonstrate enthusiasm for the work.
- Show your knowledge of the company/organisation.

Hints and Tips:

- Use good quality A4 unlined paper and limit length to one A4 page.
- Word process the letter if possible – if not, ensure your handwriting is very neat.
- Address the letter to a named person: Dear..... and endYours sincerely (if you don't have a contact name, end the letter Yours faithfully).
- Highlight (don't repeat) relevant sections of your CV/application form. Emphasise points from the job advert/description & person specification that you feel confident apply to you.
- First paragraph – state the job you are applying for and how you heard of the opening.
- Second paragraph – say why you want the job - demonstrate your knowledge of the company and pick aspects of the job that appeal.
- Third paragraph – explain what you have to offer.
- Fourth paragraph – end on a positive note. Offer to come for an interview if required.
- When sending cover letters by e-mail, simply copy and paste the content of the cover letter into the e-mail.



Template Cover Letter

(Your Address Line 1)

(Your Address Line 2)

(Your Address Line 3)

(Date)

(Employer Name)

(Company Name)

(Company Address Line 1)

(Company Address Line 2)

(Company Address Line 3)

(Re: Job Title and any reference numbers)

Dear (Employer Name)

I wish to apply for the above-mentioned position. As you will see from my enclosed CV my experience closely matches your requirements. I would particularly like to emphasise:

-
-
-
-
- I am available for immediate start

Yours sincerely

(Your Name)

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