

# How to write a covering letter

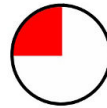
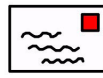
## Student Activity (SEND)

### 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?

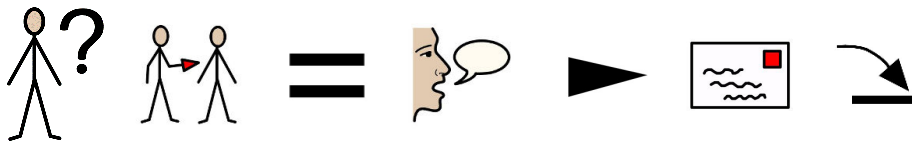
Please write in the box below what information you think should be included in a covering letter?



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



### Your Contact Details



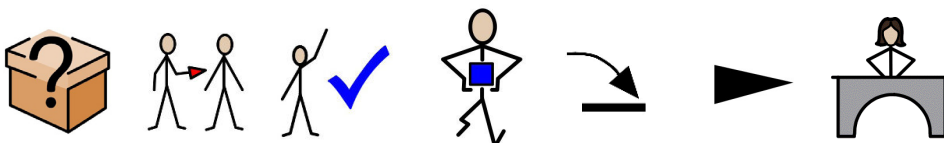
### Who you are addressing the letter to



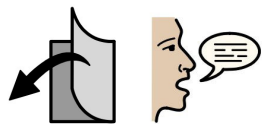
### Where you found the job



### 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.

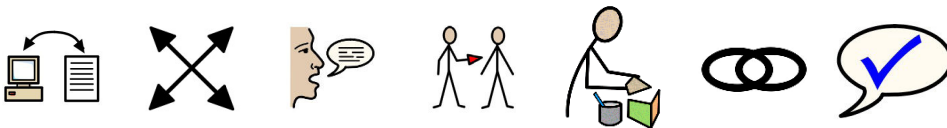
To make sure what you write is logical, to the point and easy to read, here are some key rules to follow for your covering letter:



Be Clear



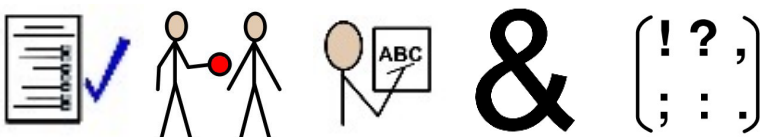
Keep paragraphs short



Back up any statements you make with facts



Choose a professional font



Check your spelling and punctuation



Use a template

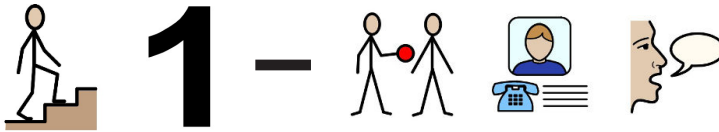
## SECTION 2



### 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



# 2

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## 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



# 3

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## 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.

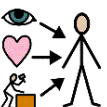
Please write in the boxes below the correct information for you.



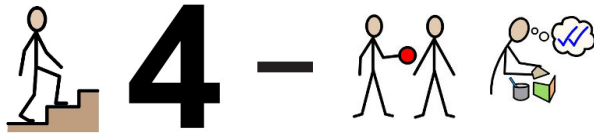
Date



Role you are applying for



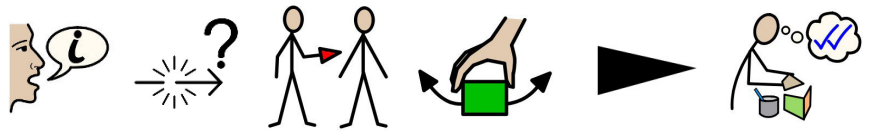
Why would you be good at the job?



# STEP 4 - YOUR SKILLS



Name of Skill



Describe how you use the skill

[Your name]

[Your address]

[Hiring manager's name]

[Hiring manager's company name]  
[Company address]

[Today's Date]

[Name of Recipient]

Dear Mr/Mrs/Miss/Ms [Hiring manager's name – if not known, simply Sir/Madam]  
I wish to apply for the role of [Job Title], currently being advertised on reed.co.uk. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over [time period] experience in the [Sector] industry, and I believe the knowledge and skills built up during this time make me the right/perfect candidate for the role.

In my current role as a [job title] at [employer name], I have been responsible for [Insert a quantifiable and notable achievement/s - e.g. a x% increase in revenue], which when coupled with my enthusiasm and dedication [insert skills relevant to the role – usually found in the job description], has helped the business to [measure of success].

I am confident that I can bring this level of success with me to your organisation and help [company name] build upon their reputation as [state their position in market –learned through your research]. With my previous experience and expertise, I believe my contribution will have an immediate impact on the business.

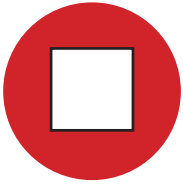
Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely or Yours faithfully,  
[Your name]

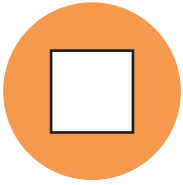
[contact phone number]  
[Signature - if desired]

# Student Feedback

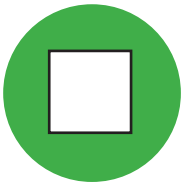
How would you describe your learning in this lesson?



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