

**Adding a cover letter to your CV**

**(yes, some employers still ask for a cover letter!)**

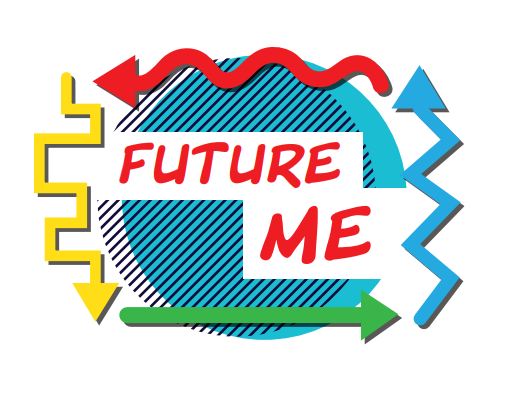
Booklet 4 – work through this booklet if:

* You have an up to date CV
* You can adapt and tailor your CV to a

specific vacancy.

By the time you complete this booklet, you will be able to successfully and effectively write a covering letter to go alongside your CV to help you get a job interview.

Work through each of the tasks and the videos linked to this topic.

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**Improving your chances of getting an interview even further!**

*Some employers might ask for a Covering Letter instead of a CV, but you can also include a Covering Letter to go along with your CV.*

*Remember, your CV should only be 2 sides of A4 paper maximum, a covering letter should normally just be 1 side of A4 paper maximum, and could go on top of your CV. You could then staple your CV and covering letter together.*

*In this booklet, you are going to find out more about what a covering letter is used for, and how to write one.*

*At the end of the booklet, you can then practice writing out a covering letter for yourself.*

*In the future, attach a covering letter to a CV when applying for a job, it should help your chances of getting an interview.*

**Task 1** – What is a Covering letter?

Watch the video below to get some tips on what a Covering Letter is and why it’s important. Make notes as your go and complete the table below.



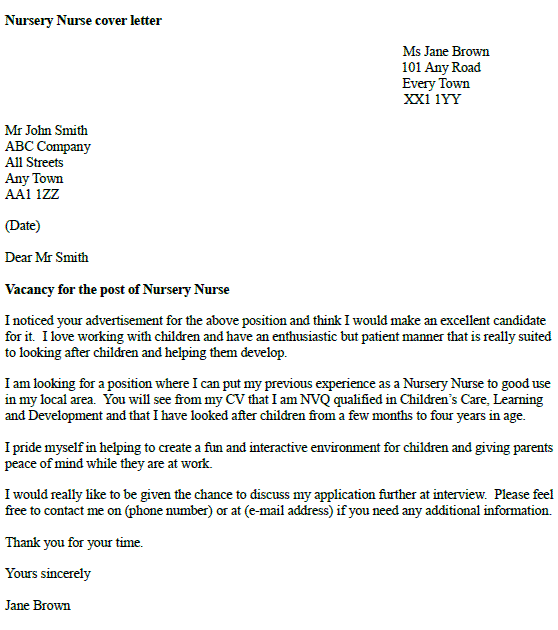
<https://www.youtube.com/watch?v=lq6aGl1QBRs>

|  |  |
| --- | --- |
| What is a covering letter?What do I include?How do I set it out? | General Top Tips when writing a covering letter |
|  |  |

**Covering Letter – An Example #1**

Below are 2 examples covering letter – there is no set formula for writing a covering letter, but hopefully the examples will help.

You can see it is set out as a formal letter.

Then, move on to look at the top tips and the structure of a covering letter on the pages below.

**Covering letter – an example #2**



**Covering Letters – Top Tips**

Tip #1 - **Do your research!!**

Take some time to look into the role you’re applying for, so you can then tailor your cover letter to suite the role.

Here are a few key things you should find out before you start writing;

 What does the role involve?

 What are the essential skills?

 Where does the role fit in the organisation?

Tip #2 - **Set it out correctly!**

Your cover letter should be well-presented, concise, and to-the-point.

So use an easy to read font.

It should be 1 side of A4 maximum.

Tip #3 - **Address it to the right person!**

Cover letters should be addressed to the person dealing with the applications.

Usually, this will be shown somewhere in the job advert and if not, don’t be afraid to ask.

If you manage to find a name, address with ‘Dear Mr Smith/Dear Ms Jones’, and if you don’t

‘Dear Sir/Madam’ will suffice.

**Structuring a Covering Letter – an example structure**

The structure below, and the examples, should help you structure your covering letter.

**Paragraph 1 – Introduction (max 3 sentences)**

In this section, introduce yourself, tell them why you are writing to them. E.g:

My name is…..,

Please find a copy of my CV and a covering letter for the vacancy of ……

I found this advertisement on…..

I am writing to you because

“I am writing to apply for the role of [job title], in response to an advert I saw on [name of job site]. Please find my CV attached.”

**Paragraph 2 – Why do you want to job? (max 3 sentences)**

In this section, explain why you would like this job and why you want to work the business:

I am interested in working for you because… In the future my ambition is to…..

I have an interest in….. so I believe I would be an ideal candidate for you. For example…

My hobbies include….. which I feel makes me an ideal candidate for this role.

I would like to be a workshop assistant because…

One reason I would like to be a workshop assistant is because….

I have worked in a similar role before, by applying for this role I am looking to learn new skills.

**Paragraph 3 – Why should they hire you? (max 4 sentences)**

In this section, tell them why they should hire you. Link your experience and skills to the person specification and the job description.

For the past year I have worked as a waiter in a busy hotel, this has developed my ability to..

As a volunteer at my local scouts, I have shown that I can be…

I feel that I am right for this role because I have excellent…… skills. I have shown this when..

My biggest strength is….., which I have shown when…… This would make me an ideal candidate for this job because…

One skill I have developed when working was my…. I showed this when….

**Paragraph 4 – Final ‘I am amazing’ comment. (use all 3)**

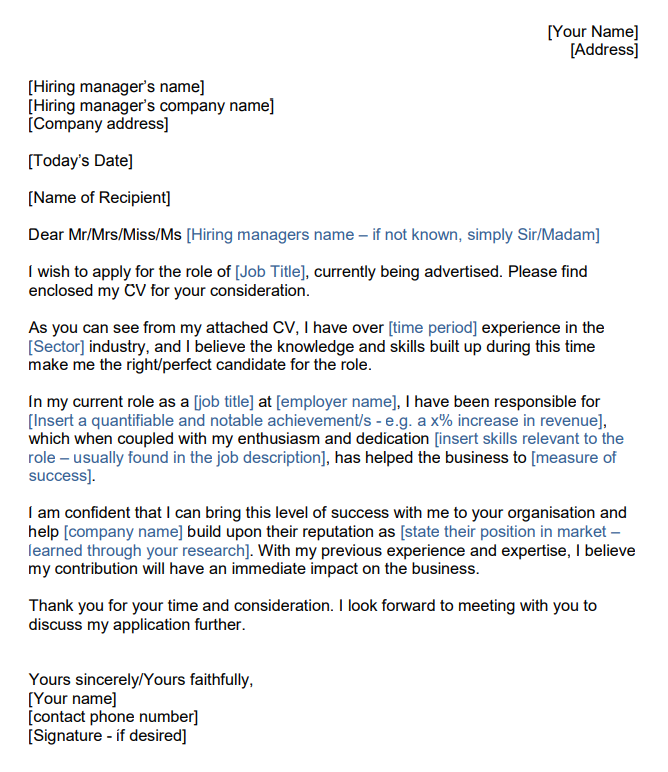
Thank you for taking the time to consider my application.

I know I could be a real asset to your company because…

I look forward to hearing from you.

5. **Finishing it off**

Sign off your cover letter with ‘Yours sincerely’ (if you know the name of the hiring manager), or ‘Yours faithfully’ (if you don’t), followed by your name.



**Task 3** – Writing your own covering letter

Step 1: Your task is to now find a full-time job or part time job, or apprenticeship that you would like to apply for.

You could use some of these sites to find a vacancy first.

<https://www.gov.uk/find-a-job>

<https://www.reed.co.uk/jobs>

<https://uk.indeed.com/>

<https://www.gov.uk/apply-apprenticeship>

Step 2: Write down the key skills, knowledge and experience they are looking for in that job – it might just be listed on the website or might be called a profile

Step 3: Type out and save a 1 page covering letter for that job, which would go with your CV.

You can use the phrases/structure above if you need help getting started.