# RESOURCES

## COVER LETTER

WHEN APPLYING FOR A JOB YOU ARE
COMPETING AGAINST A LOT OF OTHER PEOPLE.
IT IS IMPORTANT THAT YOUR APPLICATION
MAKES AN IMPRESSION AND STANDS OUT FROM
THE OTHERS. A PROPERLY PRESENTED AND
STRUCTURED COVER LETTER WILL HELP YOU.

🌐 **LEARNING-EMPLOYMENT.COM**

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# WRITING A COVER LETTER:

You can use the job advert itself to guide you. Underline the skills in the advert and start writing your letter and include the skills you underlined. Be positive and emphasise why you are perfect for the job. Always include any relevant experience.

# SUGGESTED CONTENT:

Give a summary of your skills and experience. Keep it brief and to the point. Remember to include your name, address, phone number, the date and enclose or attach a copy of your CV.

# WHAT TO SAY:

Include the job reference number if there is one in the job details. Enter it below the opening line. For example:

› Dear Mr/Mrs...
  Re: Job reference 345

› Always try to find out the name of the person you need to write to. It looks a lot more professional and shows you have made the effort to find out their name.

› If you do start a letter with 'Dear Sir/Madam, end with 'Yours faithfully'. If you start with the person's name (for example, 'Dear Mrs Smith') end with 'Yours sincerely'. Finally, double-check your spelling and grammar before sending the letter, by using your spell check or by asking a friend or relative to read it.

# HOW THE LETTER LOOKS

› It is always better to type a letter but if this is not possible then make sure it is neat. Leave plenty of space around the edges and a clear space between each paragraph. Use good quality plain paper and envelopes.

› Sign the letter and print your name underneath to make sure it can be read easily. Ask a friend or relative to check over your letter before you send it.

› Make sure your application arrives on time. If you application is late, the company might not even consider it and your time will have been wasted.

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# TOP TIPS:

👍 **The name game**
Always write to a specific individual - avoid addressing covering letters to Dear 'Sir' or 'Madam'. Use 'Mr', 'Mrs', 'Miss' or 'Ms' and then your contact's surname. Never use their first name.

👍 **Careful consideration**
Tailor your letters to each application - don't mass produce them. You will undoubtedly get more interviews by sending out a small number of well written covering letters than by sending out many poorly written ones.

👍 **Size matters**
Keep things concise - three or four brief paragraphs is fine. A covering letter should be a maximum of one A4 page.

# WHAT TO AVOID:

👎 Spelling errors

👎 Too much detail

👎 The incorrect contact name

👎 Poor quality letter paper

Often cover letters are not read until after the CV has been reviewed. Despite this, they provide a great oppertunity to communicate directly with your prospective employer.

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Your address
Phone number

Name of addressee
Company address
Date

Ref: Application for the post of mechanic

Dear Mr Jones

I would like to apply for the job of mechanic which was advertised in the Sheffield Star this week. Since January last year, I have been working on a motor Apprenticeship with esg. The skills I have covered include (insert your own skills here). I have also had work experience at Jim's Vauxhall Garage and MG Motors where I assisted with MOT's, tyre changes and servicing cars.

I have always been interested in working on cars and I think with all the skills and knowledge I have gained undertaking my Apprenticeship as well as my work experience that I am the right candidate for the job.

I am always keen, enthusiastic and motivated and willing to work extra hours if needs be. I am available for interview at any time and could start work immediately. You can ask for references from my motor tutor at esg., as well as the managers of the garages where I completed my work experience.

Please find enclosed a copy of my CV for more information. I look forward to hearing from you.

Yours sincerely

YOUR SIGNATURE IN HERE

(Sign and print name underneath)

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