

## Preparing your Covering Letter

A cover letter accompanies your CV when you apply for jobs. It acts as a way of personally introducing yourself to an employer and is a chance to explain why you are the right person for the job. You do this by pointing out your strengths, skills and achievements relevant to the position. An example of a cover letter is given over page.

Key points to note:

- It should typically be just three to five paragraphs in length and fit on one A4 page
- If being sent by email, place these paragraphs in the body of the email, rather than as an attachment, to avoid spam filters

What to include?

- **First paragraph:** Explains why you are writing the letter. You need to state the position you are applying for and where you saw it advertised.
- **Paragraph 2:** Explain why you are suitable for the job, why you like this type of work and why you would like to work for the company.
- **Paragraph 3-4:** Highlight any relevant experience you have and indicate how you match the skill needs in the job description.
- **Last paragraph:** Round up your letter by stating some of your key strengths and enthusiasm for the job. Also thank the employer for their consideration.

Remember the aim of your covering letter is to attract the employer's interest so that they read your CV and offer an interview.

## Example of a Cover Letter

Your Name and Address,  
Telephone Number,  
Email address

Company Name and Address goes here

1<sup>st</sup> May 2019

Dear Mr Patel

I am very interested in applying for the Business Administration Apprentice position advertised on the National Apprenticeship website, reference ....., and I have enclosed a copy of my CV for your consideration.

I am about to leave school with predicted GCSE grades A-C in six subjects - including Business Studies, English and IT. I have good keyboard skills and I am competent in using Office packages such as Microsoft Word and Excel. In addition to this, I have completed a two-week work experience placement with Bury Health Centre which has given me an insight into administrative working.

One of the main reasons why I would like to work for your company is because customers highly-rate your customer service, and also employees say that you have supported their professional development. These clearly demonstrate your commitment to people and I would very much like to be part of such a team-focused company.

I am enthusiastic and approachable young person, and I am eager to work alongside experienced professionals in order to learn new skills.

Thank you for your time and I look forward to hearing from you in due course.

Yours sincerely

John Smith

### Top Tip

A weak covering letter means that your application may be rejected before your CV is even read.