Application Skills 2

Writing a Covering letter

Learning Outcomes: -

- By completing this task, you will:
- Understand the main elements of a covering letter
- Understand the purpose of a covering letter
- Be able to write a covering letter

When you send your CV to an employer you should always send it with a covering letter.

The main **purpose of a covering letter** is to make the reader want to look at your CV and, hopefully, invite you for a job interview.

A covering letter should be no more than one-page long, it should complement but not duplicate your CV.

The letter should have 3 sections

1. Introduction	Say what job you are applying for and how you found out about it, e.g., an advert in the local newspaper
2. Body	Say why you are interested in working for that employer
3. Call to Action	Thank the employer for taking time to read your CV and plan to follow up, by inviting the employer to contact you or
4.	End with either 'Yours faithfully' if you have started the letter with Dear sir (i.e. you are not writing to a named person) or 'Yours sincerely' if the letter is addressed to a specific person

Use the example on the next page to help you write your own covering letter:

3 View Drive
Canvey Island
Essex
SS8 1AB

Telephone: 01268 718239 / 07714 567891
E-mail: faye-castle2004@gmail.com

Date: 08 April 2020

Dear Sir

I am writing to apply for the position of part time Sales Assistant which was advertised in the Echo newspaper on Monday 7 April 2020. I have enclosed my CV for your attention.

Working as a sales assistant for Good Tunes Music Shop interests me as I have always been interested in music. As you can see from my CV, I am able to play three musical instruments, which would mean I could demonstrate these instruments for customers. In addition, I have visited your shop lots of times to buy my musical instruments and copies of sheet music, I have enjoyed my visits and your staff have always been very friendly and helpful, I would very much like to be part of your sales team.

Thank you for taking the time to read my letter and CV, I can come along for an interview at your convenience and I hope I will hear from you soon.

Yours faithfully

Faye Castle