

## What is a cover letter?

A cover letter is a letter that you send with your CV when applying for part-time and full-time jobs and Apprenticeships.

## What do I need a cover letter for?

Think of it as an introduction to your CV. It shouldn't be used to repeat information in your CV but it should highlight to the employer why you are applying for a particular job.

## What should a cover letter look like?

It is a letter so it should look like a letter which means putting your name and address at the top right hand side of the page and starting your letter with Dear Sir/Madam or Dear Mr/Mrs.

It should state the title of the job you are applying for and where you saw it advertised.

It should be short and to the point.

It should be word-processed and printed on white paper. Use the same font style and size as your CV.

## Speculative Letter

You can use a CV and a letter to write and ask employers about possible jobs or vacancies they may have in the future - even if they are not advertising. This is called a speculative letter.

This approach is a gamble and you might have to send out a number of CVs and letters. It does make you look really motivated and enthusiastic.

The content of a speculative letter is very similar to a cover letter but you should:

- Make it clear what type of job vacancies you are looking for,
- Tell the employer why you want to do this kind of work,
- Try and find out the name of the person who deals with job vacancies and address your letter to them.

## Example Cover Letter

A N Other  
1 Somewhere  
Any Town  
1SS 2TT  
0111 111111

Date

Dear Sir/Madam or Mr/Mrs,

I am writing to apply for the job of part-time Sales Assistant, as advertised on the Meadowhall website, and enclose my CV for your attention.

I have experience of working with customers through voluntary work at a charity shop in Rotherham. I had to deal with customer complaints and enquiries and be polite and helpful at all times.

I am available to work weekends and evenings and I understand you are advertising for evening and weekend positions. I will be able to fit the part-time hours alongside my school studies. As you will see from my CV I am a Y11 student at Winterhill School and will be completing my GCSE exams in the summer of 2016.

I look forward to hearing from you with regards to this application and thank you for taking the time to read my CV.

Yours faithfully, (if you have used Sir/Madam)

Yours sincerely, (if you have used a name)

Your Name

## Example Speculative Letter

A N Other  
1 Somewhere  
Any Town  
1SS 2TT  
0111 111111

Date

Dear Sir/Madam or Mr/Mrs,

I am writing to enquire if you have any vacancies for apprentice Plumbers and enclose my CV for your attention.

I am a Y11 student at Winterhill School and would like to start an Apprenticeship once my GCSE exams are completed in July 2016. I am keen to work as a plumber as I have had some experience of this type of work through a work experience placement with Nu Gas Plumbing in 2015. I really enjoyed finding out more about plumbing and I got a really good report from this. I am a practical learner which is why I think an Apprenticeship will suit me.

I am enthusiastic and very hard-working. As you will see from my CV I am predicted to achieve A-C grades at GCSE and a B in GCSE Maths and Science.

Please feel free to contact me at any time with regards to this enquiry or in order to attend an interview. Thank you for taking the time to read my CV.

Yours faithfully, (if you have used Sir/Madam)

Yours sincerely, (if you have used a name)

Your Name