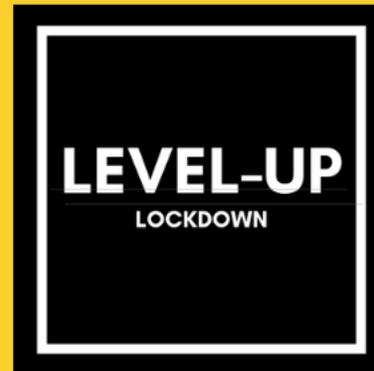


# Cover letter workshop



**LEVEL-UP**  
LOCKDOWN

**Level-Up during  
lockdown and be  
in with the chance  
to win £50 Amazon  
Vouchers.**

The DANCOP project is part of a government funded initiative to help you to progress after college.

Our team of support staff have developed a series of workshops for you to participate in remotely.

We have a number of prizes for you to win. Students who complete 3 workshops will be entered into a prize draw to win a number of £50 Amazon vouchers. Fill in the form by following the link at the end of the workshop. DANCOP activity also counts towards your EEP hours!

## You will learn:

- What a covering letter is
- How to structure a covering letter
- How to write your own covering letter



# What is a cover letter?

- A cover letter/email is a document sent alongside your CV when applying for a job
- It acts as a personal introduction and helps to sell your application
- It's necessary because it gives you the chance to explain why you are the best candidate for the job



Think about how you can make a good impression on an employer. You need to get across why you would be a good candidate for the job.

Don't be afraid to big yourself up. People often underestimate how much they have to offer. Concentrate on all your positive attributes for this task.





'It's not what you  
achieve, it's what you  
overcome. That's what  
defines your career.

Carlton Fisk

# What to include . . .

- Where you saw the advertisement
- The role you are applying for
- How your skills match the person specification
- Relevant experience
- Why you are a suitable candidate
- Don't forget to use a clear font and check spelling and grammar !





**Volunteer  
work**

**Skills**

**Work experience**

Think carefully about  
**relevant** experience  
that you want to  
include in your covering  
letter

**Caring  
responsibilities  
if relevant**

**Any particularly  
relevant  
achievements**

# Don't...

- Waffle
- Have more than 1 page
- Forget to send your CV with your covering letter!!
- Forget to check spelling and grammar





'Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time'.

Thomas Edison



## Can I use the same covering letter for every job I want to apply for?

- NO. You can have a basic cover letter though that you tweak so that you can put more emphasis on certain things than others for each job you apply for
- Read the Job Description and Person Specification which accompany the advertisement for the job and make sure your covering letter reflects what they are looking for as much as you can
- See the example cover letter below for how to structure ...

# How to structure a cover letter

- Put your name address and contact details in the right - hand corner of your letter
- Put the name and address of the employer you are applying for a job with underneath on the left - hand side
- Follow the steps on slide 7 in order
- See the sample cover letter below and check out other on the internet
- Ask friends, family to proof - read your letter before sending it out



Kate Lee  
115 My Street  
My Town  
NG55 1CQ  
[kclee@gmail.com](mailto:kclee@gmail.com)  
07778889999

Harry Smith  
Apprenticeships Coordinator  
Nottingham College  
Maid Marian Way  
Nottingham  
NG1 6AB

Dear Mr Smith,

**Re: I.T Apprenticeship**

I am interested in applying for the position of Apprentice IT Technician at Nottingham College as advertised on the [nottinghamcollege.ac.uk](http://nottinghamcollege.ac.uk) website. Please find enclosed my CV.

I am currently in my final year of secondary school at Nottingham University Samworth|Academy and will be completing my GCSES in August 2020. I have been interested in pursuing a career in the IT industry since beginning my IT GCSE in Year 9.

I have had the opportunity to undertake work experience in the IT department at Boots. Here I developed an understanding of working environments and was able to develop key skills such as team work, communication and problem solving through on-the-job training.

I believe I would be an excellent candidate for this position as I am a motivated and practical learner with a strong interest in working in the IT industry.

I look forward to hearing from you soon.

Yours Sincerely,

Kate Lee



# Why not start creating your own cover letter ?

There are lots of websites where you can get help to create the perfect cover letter. Some have cover letter creators. Here are a couple to try:

- <https://www.myperfectcv.co.uk/>
- <https://www.livecareer.co.uk/cover-letter>





‘It’s impossible to live without failing at something, unless you live life so cautiously that you might as well not have lived at all – in which case you fail by default ’

J K Rowling



## Level Up During Lockdown!

To be in with the chance of winning £50 of Amazon vouchers complete the form [here!](#)



**NOTTINGHAM  
COLLEGE**



**DANCOP**