

# Covering Letters

## What is a covering letter and why do I need one?

While a CV sets out your skills and abilities in relation to a vacancy, a covering letter is your opportunity to demonstrate your motivation for applying for a particular post and your knowledge of the company.

## What do I need to include?

There are no set rules about what you must and must not include in your covering letter. Some ideas would be to include

- Why you are sending your CV?
- Why are you interested in this particular vacancy and company?
- Highlight some of the skills that you are most proud of from your CV
- Highlight any skills or experiences that you feel are unique and would like to draw to the attention of the employer
- Give any additional information that you didn't manage to fit into your CV
- When are you available to start?

## Useful Check list

- Any information you include should be truthful and accurate. Be prepared for employers to check information during interview and with your referees.
- Some company's hand written covering letters, some want them typed. What have you been asked for?
- Is your information presented in a logical way? For example, do dates run in order from the most recent to the oldest?
- Have you checked your spelling and grammar?
- If handwritten, is your writing clear and easy for other people to read?
- Have you been consistent with the size and style of font you have used?
- Have you chosen a clear layout that is easy for others to follow?
- Have you been asked to demonstrate that you have certain skills/experience? Have you included this information?
- Have you read over your covering letter? Could you make any improvements?

## REMEMBER!

**If you're not sure ask someone to check**

For more help visit

<https://nationalcareersservice.direct.gov.uk/advice/getajob/cvs/Pages/writeacoveringletter.aspx>.

Alternatively take a look at [www.prospects.sc.uk/covering\\_letters](http://www.prospects.sc.uk/covering_letters)