

Writing a Letter of Application

Your covering letter is just as important as your CV. Use the letter to provide any additional information not included in your CV.

A good letter can:

- make an employer want to think about taking you on
- introduce your personality
- demonstrate your written communication skills

Letters have a standard format and should be typed and look professional. Make sure your letter is set out correctly, usually aligned left, use Yours sincerely if you are writing to the person by name or Yours faithfully if you write anonymously Dear Sir or Madam. Make sure your letter is coherent, reads well and always run a **spell check** at the end.

Some Golden Rules

Never put anything in your letter that cannot be backed up by your CV.

Letters sent with a CV should:

- Be addressed to a named person (*if you don't know, phone the organisation and ask the switchboard who would be the correct person*)
- State -
 - why you are writing (*to tell them about the school's work experience*)
 - what you are applying for (*you are asking for a work experience placement*)
 - what you are currently doing (*a Year 12 student at Brentside High School*)
- Tell them the most relevant thing you want them to know about yourself (*i.e. a valuable skill that maybe of help to the company whilst you are with them on your work experience, e.g. you may have good word processing skills that would help in an office environment*)
- Mention that you are enclosing your CV
- Show them that you know something about the company (*e.g. I am particularly interested in having my work experience with your company because being a i.e. large construction company I have been told that you offer a good variety of hands on experiences where I maybe able to learn new skills*)
- Make a connection between your abilities and what the company is wanting (*I am prepared to work hard, have a willingness to learn and would enjoy working as part of a team*)
- Be succinct (no more than one side of A4)

If your covering letter is poor, the employer may not want to carry on to read your CV.

Read the following sample letter to employers which can be adapted to use as a covering letter.

SAMPLE LETTER FOR STUDENTS TO USE TO EMPLOYERS

This can be adapted to be used as an email - Use your own format and wording

Home Address

Date

Name

Address of Company

Dear Name of Contact or Sir/Madam,

My name is _____ and I am a Year 12 student at Brentside High School, Ealing. At the moment, we are preparing for Work Experience which will take place between Monday 10 June to Friday 14 June 2019.

I am very interested in *(retailing; working with children; office work)* and would be grateful if you could consider offering me for a work experience placement with your company/school/establishment. **Then say something about the company.** I think I would be suitable for this placement *(because I am achieving well at school, list your personal qualities which are relevant to this type of work).*

I know that, given an opportunity to work in this *(industry/trade/ environment/establishment)*, would give me a great start for a future career. **Be truthful and only put this in if you are really considering working in this field when you leave school.** I am prepared to work hard, have a willingness to learn and would enjoy working as part of a team. Please find attached a copy of my CV which gives more information about myself.

I would be pleased if you could consider my request. Thank you very much for your time and I look forward to your reply.

Yours sincerely,

Signature

(NAME IN CAPS)

Mobile:

School email: