

## Writing a covering letter

Some employers may ask you to send a covering letter with your CV or they might ask you to fill in a job application. It's essential that covering letters create a good first impression. Always carefully check the spelling and punctuation.

### A covering letter should tell the employer:

- what job you are applying for and where you found the job advert
- what job you are currently doing, or your last job if you are out of work
- why you are interested in the job
- the main skills and qualities you would bring to the job (keep this brief as the application or CV will contain more detail)
- who to ask for references

Dear Mr Branson

I am writing to apply for the post of school caretaker at Exe Primary School, advertised on the JobsWorth website.

I was part of the caretaking team in a large secondary school in Liverpool for 5 years before moving to Devon recently. I enjoy my work, and get satisfaction from doing a thorough job.

In my previous job I carried out a full range of cleaning and maintenance duties and had particular responsibility for:

- Security – locking up and checking alarms
- Grounds maintenance – keeping the external areas tidy and safe
- Painting and maintenance of windows
- Ordering supplies

My previous employers can vouch for my honesty and reliability. I have a current CRB check and am keen to take on a role that allows me to work independently and use my initiative.

I am available for interview and can start work at any time. I look forward to hearing from you.

Yours sincerely

Mark Barker

### Skills (what you can do):

- DIY
- maintenance
- machine operation
- literacy
- numeracy
- IT competence
- 

### Qualities (aspects of your character):

- hard-working
- attention to detail
- reliable
- able to work on own initiative
- good team-worker
- patient
- creative