

**Every CV should be accompanied by a covering letter. This may be specific, in response to a particular job advertisement, or it may be general, sent out on a speculative basis to more than one employer. If you are requested to send a handwritten covering letter, make sure you follow that instruction.**

- Your address, but not your name, usually goes in the top right hand corner. You would not usually include your telephone number or email address here as they should be on your CV.
- The name and address of the person you're writing to goes below this, on the left. You should always address the letter to a particular person if at all possible. This may require some research.
- The position of the date is more flexible. It can go on the left or the right, usually below your address details.
- Set the right tone, keep statements short and precise and take care to avoid the following:
  - Every day colloquial language, slang or jargon
  - Contractions (I'm, it's)
  - Emotive, subjective language (terrible, rubbish etc.)
  - Vague words such as nice, good, get etc.
  - Using filler words such as actually, so, and like
  - Using modifying words such as only, just, nearly, barely
- The greeting at the beginning of the letter depends on whether or not you have the name of the person. If you do then write Dear Mr, Dear Mrs or Dear Ms. If the person has a specific title such as Reverend or Doctor, then that should be used. If you do not know the name of the person, you would traditionally write Dear Sir/Madam or Dear Sir or Madam.
- If you are replying to a letter which had a reference (or ref.) on it, you should repeat this on your letter, probably on the same line as the date, but on the other side of the page. You could put this in the letter title.
- The content of your letter should be as short as possible, divided into four, short, clear paragraphs as detailed in the example.
- It is common to end letters with a phrase such as, "Please don't hesitate to contact me if you have any questions". But this is a bit meaningless because if they want to call you, they will. Use the opportunity to reinforce your interest in the job. You could use a phrase such as: I would be very keen to attend an interview or have a telephone conversation with you if my application is of interest. My contact details are on the attached CV.
- "Sign off" correctly i.e. if you are sending your letter to a named person, remember to sign it 'Yours sincerely'. If addressing the letter 'Dear Sir/Madam', then sign it 'Yours faithfully'.
- Sign your name in black ink, directly below this and then print your name below the signature.

*See an example overleaf*

42 Greyhound Road  
Perry Barr  
Birmingham  
B42 6HJ

Mr E Scrooge  
The Manager  
Barclays Bank Ltd  
113 Mammon Street  
Andover  
HU4 9ET

5 April 2017

Dear Mr Scrooge / Dear Sirs

### Administration Apprenticeship vacancy

Paragraph One: Purpose

- Who you are
- Why you are writing (is it in response to an advert, for example)
- Where you heard of the role / organisation

Paragraph Two: Why them

- Why you want the job / what job you are looking for (show your understanding of the role)
- Why you want to work in that specific organisation / sector (show your research – make it personalised to that company)

Paragraph Three: Why you

- Draw attention to your CV, "As my attached CV will show..."
- Use HIGHLIGHTS from your CV to demonstrate why they should choose you
- Show why you are right for that organisation (use key mind set examples, show passion)
- REMEMBER we want the reader to READ THE CV so there is no need to reproduce it in letter format
- This paragraph can also be used to explain away gaps / weaknesses in your CV, if necessary

Paragraph Four: Next steps

- Invite an interview – that is ultimately your reason for writing after all
- Briefly cover your interview / work availability
- THANK THE READER FOR THEIR TIME – make a good first impression

Yours sincerely / Yours faithfully

(signature) *John Doe*

John Doe