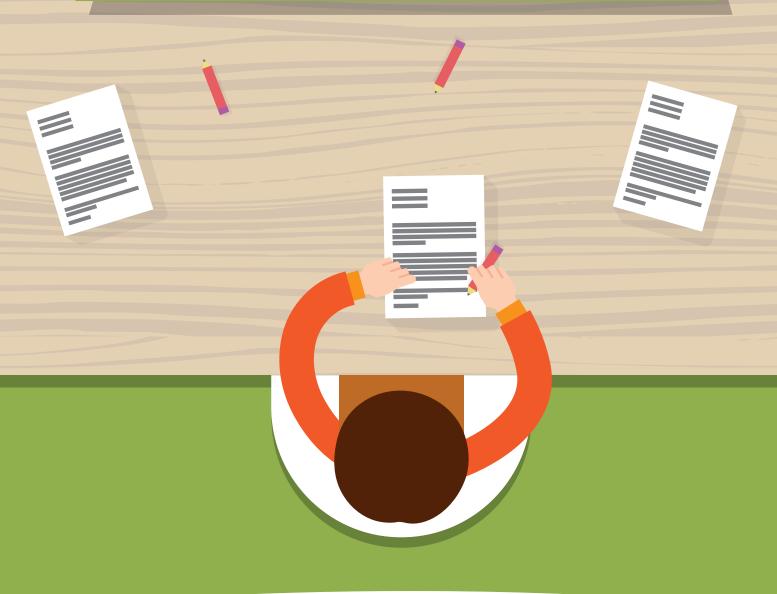




## Cover Letters



## What are they and why are they important?

A cover letter is a letter that you send to complement your

CV when applying for a job. It is your opportunity to include additional information about your skills, knowledge and experience to help support your application.

and sign it Yours sincerely'.

**Futures Top 10 Tips:** 



Make sure you address your cover letter to a specific

person. If this is not possible address it to 'Sir/Madam'

business letter and be no longer than three paragraphs.

Cover letters should always be written as a formal



are applying for.

Make it targeted to the role and organisation that you



Include examples of your skills i.e. 'I am an excellent time keeper. I currently volunteer in a charity shop and

have responsibility to open up on time.

Do not use slang or abbreviations.



Make it as polite and positive as you can.

Include details of how you will benefit the organisation.



Include brief details about your previous work experience but do not repeat what is in your CV.

else to check it for you.

Keep it concise and to the point.



Make sure you spellcheck the letter and ensure your grammar is correct. If you are not sure, get someone

Working as a volunteer, I have gained the following skills that would support me in this role...

supports my application for this role. I'm keen to work for a company with a great

The position of the role of ... really appeals to

I have a great passion for... and this further

My proven track record of... showcases my

reputation and high profile like...



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ability to...

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