

## Core Skills

### Cover letter writing frame

#### Content and alignment

Employers often request a learner's CV and a cover letter when advertising a job position. Writing a good cover letter, however, can be challenging for several reasons. They are often crafted for a specific job, so that simply replicating an existing letter will not work. Second, they communicate on a more personal level with the reader than a CV, and therefore require particular attention to tone, a difficult concept for anybody. Third, a cover letter is often the point of first impression, and can therefore communicate high competency, or not.

#### Intent

The template below is not designed to produce a workable cover letter. Instead, it is designed to support learners to get started, to generate content, and to ensure they have all the relevant information. Following this first stage, the learners and the tutor can continue to refine and shape the letter, until it is ready to be used. The resource [Cover letters](#) includes an example of how the writing frame can be used.



Fig 1. Cover letters

#### Instructions

1. Begin with a discussion of cover letters, including what they are and what they do.
2. Ask learners to describe what information ought to be included in a cover letter. It may be useful to ask learners to rank this information and describe how to sequence this information in the letter.
3. Show learners cover letter writing frame, but let them know that it is a guide only.
4. Have learners use the frame to develop draft paragraphs which can later be refined.

## Cover Letter Writing Frame

### Generating ideas for a cover letter

#### Paragraph 1

Why are you writing?

Tell them what job you are applying for, and where and when it was advertised. Tell them why you want the job.

#### Paragraph 2

Why should they hire you? Do you have the skills they want? If not, what makes up for it?

Tell them your skills and experience. If you don't have enough of either, give them reasons to employ you anyway. Cluster your skills together to give a broad overview.

#### Paragraph 3

When would you be able to start work?  
 How can you be contacted, and what is your availability for an interview?

Give start dates, and days you can work per week. Explain when you can be contacted, and when you are available for an interview. Make everything easy for the employer, eliminate barriers.

#### Paragraph 4 (one sentence only)

What is the last thing you want them to think about you? Here's your chance to frame it. Finish with a formal thank you.

Reaffirm your skills, motivation, and work ethic in one final sentence.