

EMPLOYABILITY SKILLS – CREATING A COVER LETTER



WORKSHEET - Creating a cover letter

The purpose of the cover letter is to introduce yourself to a company, demonstrate your interest in the company and the internship or work experience opportunity, draw attention to your CV, and motivate the prospective employer to interview you. Often this cover letter is the first contact you have with the prospective employer. A neat, concise, well-written letter can entice the employer to read your CV with greater interest and will improve your chances of getting an interview.

1. What should the cover letter include? Work in pairs and note down what should be under each section. Then compare your notes with the key of suggested answers that your teacher gives you.

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|---------------------------------------|--|
| Introduction | |
| Competence: What do you offer? | |
| Motivation | |
| Ending | |

2. Take a look at the cover letter examples in Handout 1. Read through them individually and highlight any sections you can use in your own cover letter.

3. Draft a cover letter based on your skills and experience, as part of your application to do work experience at a company you are very interested in working for. If you are applying for a specific vacancy, make sure you include this at the start of your letter, as there may be several jobs or internships on offer.

Start by jotting down some notes below, then write a full cover letter. Refer to Handout 2 ('Cover letter don'ts') to help you.