

Knowledge Organiser

Employability Skills – Job Application Skills

Year 12

What needs to be included on your application form?

Personal Details - name, address, contact details

Employment history

Educational achievement

Details of how you meet the person specification

Other relevant skills and interests

Writing a Cover Letter

One side of A4

Use appropriate greeting - Dear Mrs Smith or Dear Sir/Madam

Spilt the covering letter into 3 sections

Section 1 - Introductory paragraph, starting which position applying for and where you saw it advertised.

Section 2 - explain why you are suitable for the job, why you are attracted to the company, how your skills and experience match the job.

Section 3 - say you would appreciate the opportunity to meet for an interview, thank employer for considering your application and you look forward to hearing from them.

Cover Letter Example

Peter Parker
1 Webb Street
Arachnid Town
Spiderland
SP1 3DR
Tel: 07172737475
Email: p.parker@marvelmail.com

Dear Sir/Madam,

I am aware that the Daily Bugle is an industry leader in journalism and I have recently come across a vacancy for a photographer as advertised on your website. I wish to apply for the advertised position as I feel that I have the passion, skills and experience needed for the role and I am extremely interested in progressing into a career in this area.

I understand that your company would require photographers with excellent communication skills for developing new contacts and understanding what is required for a story. I have shown great communication skills in my role as a customer service assistant at Radio Active Wear and feel I could apply these to the work your newspaper does. An example of this is when a customer complained that their item was faulty. I understood that this was a pressing concern and that the matter needed to be dealt with effectively. I listened to the customer's complaint and explained to them how I could help. I was able to follow the company returns process and offered a refund to the customer. The result of this was that the customer received their refund and was happy with the outcome of the situation. They are now a regular customer.

I am very hard-working and have developed time management skills that are vital to meeting the tight deadlines in your company's work. I believe I have proven these skills through my commitment to earning money through taking a part time job alongside my studies at school. I made a revision timetable which meant that I could fit in my coursework and revision on the nights when I wasn't at my part-time job. This meant that I could do my job and my schoolwork at the same time and do my best in both.

I have also enclosed my CV and value the time you have spent in looking at my application. I would welcome the opportunity to meet with you to explain more about how I can add to the service you provide and the continued growth of the Daily Bugle. I look forward to hearing from you and I'll follow up my application with an email in two weeks to see if you have had the chance to consider it.

Yours faithfully,

Peter Parker.

Enc. CV.

