

Below is a suggested outline for your letter – use this outline to fill in your own details. You will have to include what you have achieved so far and explain why you think you would be good for the job.

### Cover letter template:

Your name  
Your address – line one  
Your address – line two  
County/postcode number  
Your address – postcode

Dear Sir,

#### To:

Who is the job advertised for? The manager. Is it a school? What company's name is it?

#### I wish to apply for:

What job are you applying for? – school position, full time/part-time, teacher/trainee, etc.

#### I am:

Describe your experience – teacher/trainee/other. What jobs have you done that apply to you?

#### I am currently:

What are you doing now? – teacher/trainee etc. What job are you doing at the moment? – etc.

#### I have:

Any experience, skills, etc that will help you in this job. Do you participate in any activities? – sport, clubs, etc. Have you any responsibilities? – e.g. at home or school?

#### I am:

Are there personal circumstances that you have not mentioned that could affect your work? – e.g. family, health, etc.

#### I am:

Describe your education, e.g. GCSEs, A Levels, etc. Do you have any work experience? – e.g. a holiday placement? What is relevant to the job? – e.g. if you are applying for a job in a school, what school subjects are relevant? – e.g. English, Maths, etc. What are your strengths? – e.g. communication skills, etc.

#### I look forward to your reply and thank you for your time.

Yours faithfully/very truly yours

Your name/signature