

# Welcome to day 4!

# 4

National Careers Week

## NCW

# Job Applications and Cover Letters

*A CV is useful to give to employers who are not yet advertising jobs and some employers still require a CV but others rely on a job application and cover letter*

## WHAT'S INVOLVED IN A JOB APPLICATION?

Most job applications are now completed online, but some employers still use paper forms. Lots of the sections on an application form are the same as/similar to what is included in a CV so it's a good idea to use your CV to support you in filling out an application form.

- Academic achievements
- Employment history/work experience
- Key skills
- Contact information



For more guidance on completing application forms please click [here](#)

Dear Mr Branson

I am writing to apply for the post of school caretaker at Exe Primary School, advertised on the JobsWorth website.

I was part of the caretaking team in a large secondary school in Liverpool for 5 years before moving to Devon recently. I enjoy my work and get satisfaction from doing a thorough job.

In my previous job I carried out a full range of cleaning and maintenance duties and had particular responsibility for:

- Security – locking up and checking alarms
- Grounds maintenance – keeping the external areas tidy and safe
- Painting and maintenance of windows
- Ordering supplies

My previous employers can vouch for my honesty and reliability. I have a current DBS check and am keen to take on a role that allows me to work independently and use my initiative.

I am available for interview and can start work at any time. I look forward to hearing from you.

Yours sincerely

Mark Baker

## National Careers Service

Cover letters introduce you to an employer and ask them to think about your application. It should highlight the skills and experience that you have that match what the employer is looking for. For more guidance on writing a cover letter click on the 'National Careers Service' logo above