

# UNIVERSITY OF WALES, TRINITY SAINT DAVID

## CAREERS SERVICE

### COVERING LETTERS

A covering letter should always be sent with a CV. It personalises your CV and offers you the opportunity to express your enthusiasm and specific suitability for a post. Normally one side of A4. Tailor your letter to suit the job!

#### Sample format

Your address  
Telephone/email  
Date

Name of company  
Address of company

Dear Miss, Mrs, Ms, Mr, Dr...

Reference number and job title (if applying for a specific post)

#### Paragraph 1

Why are you writing? In response to an advert or speculatively

#### Paragraph 2

Set the scene. Who are you? Tell the reader about your degree/recent work experience.

#### Paragraph 3

Why them? Refer to the job description and person spec. Fit yourself to the job. Give examples and evidence you have researched the company.

#### Paragraph 4

Why are you applying for the job? Why do you want to work for the company? Outline your skills and experience to match what is asked in the person spec. Pick two or three key points to do this with.

#### Paragraph 5

Close. Give details of how you can be contacted.

I very much look forward to hearing from you,

Yours sincerely,

(signature)  
Print name

## Sample cover letter (speculative approach)

23 Bridge Street  
Lampeter  
SA48 7ED  
June 23 2011

P. Jones  
Director of European Language Centre  
Lisbon 08024  
Portugal

Dear Mr. Jones,

I am a final year undergraduate in English with TEFL at University of Wales, Trinity Saint David, Lampeter. I am writing to enquire whether there might be any opportunities for a very motivated graduate with proven teaching experience and a genuine desire to forge a long term career in teaching. I found your details through a publication in my university Careers Service entitled "Summer Jobs Worldwide 2011."

Please see my attached CV, which demonstrates my work and voluntary experience in teaching. I have worked as a Youth Leader for an active and thriving youth group in my local church over the past five years. The group consists of children up to the age of 14. I am responsible for all aspects of teaching and activity co-ordination. I spent two months last summer as a volunteer teacher on a project in rural China. This entailed teaching children aged 5 - 8 basic English. Over the past year I have also worked within the Student Support service at my university as a note-taker.

I read on your website that you specialise in teaching children under the age of 11. I am keen to develop my existing skills and knowledge working with this age group.

I developed an interest in TEFL through my degree course and have found it a highly rewarding programme. I have the ability to plan and execute projects and deliver classes in EFL. My verbal and written communication skills are excellent. As a student I regularly received excellent feedback on my class presentations and am comfortable delivering to large groups of children.

I am available for interview by phone, Skype or email. Please contact me to arrange a convenient time.

I very much look forward to hearing from you,

Yours sincerely,

Josephine Edwards

## Top tips

- If sending a CV and cover letter to a company as a speculative application, do remember to find out the name of the manager/key decision maker.
- Try to convey your enthusiasm for their company – what can you offer to them?
- Make it personalised and tailored – cut and pasting is obvious to employers!
- Get a Careers Adviser to take a look at your application

For further information on covering letters, please see:

[www.targetjobs.co.uk](http://www.targetjobs.co.uk)

[www.prospects.ac.uk](http://www.prospects.ac.uk)

**Contact Careers Advisers: Nesta James, Carmarthen Campus:**  
[n.james@tsd.ac.uk](mailto:n.james@tsd.ac.uk), or Jane Bellis, Lampeter Campus [j.bellis@tsd.ac.uk](mailto:j.bellis@tsd.ac.uk)

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