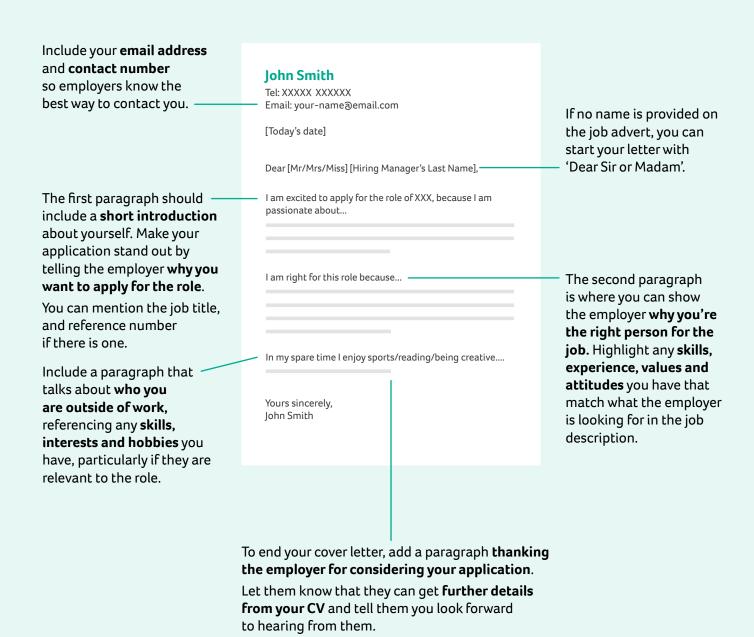


Cover Letter Guidance

When applying for a role in adult social care, many employers will ask for a cover letter in addition to your CV. Cover letters are a chance for you to introduce yourself personally to the employer. They can help you stand out from other candidates, demonstrate how your skills and experience make you the perfect fit for the role and show your understanding of the company.

In this document, we'll share helpful guidance on how you can write a great cover letter to help get your application noticed.



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Cover Letter Tips:

- Try and keep your cover letter to one single page.
- If you're applying for a role online, your cover letter can be sent as an email, or it can be a printed letter
 if you are posting it with your CV.
- Write a new cover letter for every job you apply for, making sure each one is tailored to the company and specific role you are applying for.
- Use the same font and size for your cover letter as you do for your CV, so it looks consistent.
- Show you've done your research into the job and the company, outside of what the job advert might tell you.
- Match keywords and language used by the employer in their job advert about skills, experience, values, etc.
- Double check spelling and grammar before you send it.
- Keep a copy of your cover letter as they may ask you about it in an interview.

Additional support is available:

It's natural to feel overwhelmed or confused about how to write a cover letter, especially if you do not have a lot of work experience, however there are organisations which can help provide more support and guidance:

• The King's Trust (formerly known as The Prince's Trust) – If you're aged 16 to 30, The King's Trust can help you. They provide free application support, training courses, mentoring and financial support to help you get into a career in adult social care. Find out more on their website: sectors.kingstrust.org.uk/health-social-care



• National Careers Service – A National Careers Service career adviser can help you work out what your CV should say and get you on the path to your dream career. Visit their website to find out more: nationalcareers.service.gov.uk/contact-us



