



# **Cover Letter Hints and Tips**

## **Covering letter for pre-16's**

So, you are 16 years old and searching for your first job? Well, you definitely need a CV and a covering letter to apply for one.

### **How to write a covering letter for teenagers:**

1. Gather information about the prospective employer, this will help if you get an interview too
2. Find out the list of skills needed for the job you are seeking (this should be on the job advert and person specification)
3. Relate your skills with the job (skills from school or any extracurricular activities)
4. Start with an interesting opening paragraph
5. In the main body, communicate and showcase your skills and knowledge (give examples of how you have your skills, do you attend any clubs/groups outside of school)
6. Close your covering letter proactively by telling the reader about your future plans and ambitions

### **Looking at examples online can give you ideas for your own covering letter, including:**

- Formatting help
- Layout ideas
- Guidelines for content
- Ideas for describing your skills
- Suggestions for relevant experience to include
- Lists of skills
- Achievements to include
- Language and tone