



## EMPLOYABILITY 4 Digital Assignment (BASIC)

### Title: **Covering Letter**

**Focus Skill Development:** Self-management/Taking responsibility, Working effectively with other people, Business and customer awareness, Decision-making and Problem-solving, Initiative and enterprise, Communication and Literacy, Numeracy, Using ICT.

**Task:** Seek out a possible job/scholarships/internship/etc. and write a covering letter; if you are interested in starting a business write a covering letter for a bank to apply for a business loan.

**Time Frame:** Aim to complete in around 2 hours (the time is a guide take as long as you need to produce a quality covering letter) – think in terms of who is likely to read the letter.

**Resource:** Seek out online resources and check examples

**Assessment:** On completing your task submit your covering letter to [assignment@enterprise360.me](mailto:assignment@enterprise360.me) and update your YES passport. **Before you access another assignment.**

**Example YES Passport Update for this assignment (do not feel limited by this table it's a guide)**

YES Stamp	Examples
Self-management / Taking responsibility	Manage time, find suitable resources to support writing an effective covering letter; structure my letter to reflect my skills and experience, and how I can add value.
Business and customer awareness	Through my covering letter I developed an understanding of what skills and experience the target business needed for the position and how my skills and experience could be relevant
Communication and Literacy	Develop an effective covering letter that communicates to the reader my skills, experience and capabilities.
Using ICT	Type the covering letter, and create a folder on my cloud for future use when applying for opportunities.

**Reflection:** The covering letter is the area where many students and job applicants fall down, as they send off CVs and other material with a short and general covering letter; the more time you invest in your covering letters the better.

