

## Unit 33 Job application skills

### Learning outcome 1

1 Understand the type of information that job applications usually ask for

1.1 Collect 4 different job applications, at least one of which is online, and describe the different types of information they ask for

You can obtain application forms from company webpages and you will need to demonstrate that you can fill in an application form.

1.2 Assemble a personal file containing the types of information normally needed when completing applications

This could be a current CV, a photocopy of your passport detail passport number or your birth certificate delete non-essential information as proof of ability to work.

This could include a copy of Duke of Edinburgh award, First aid. References

1.3 Describe what the implications are for completing online applications, looking at:

- Information retrieval
- Storage of completed forms

2 Know how to complete a job application form and write a covering letter

2.1 Complete one job application and write a covering letter for a current vacancy, showing appropriate use of language and formality

How to create a covering letter

**Opening the letter** – *Why are you getting in touch?* Explaining why you're getting in touch.

**Second paragraph** – *Why are you suitable for the job?* Briefly describe your professional and academic qualifications that are relevant to the role and ensure you refer to each of the skills listed in the job description.

**Third paragraph** – *What can you do for the company?* Outline your career goals (making it relevant to the position you're applying for) and including examples to back up your skills

**Fourth paragraph** – *Reiterate*

Here's where you reiterate your interest in the role and why you would be the right fit for the role.

It's also a good time to indicate you'd like to meet with the employer for an interview.

**Closing the letter**

Sign off your cover letter with 'Yours sincerely' (if you know the name of the hiring manager), or 'Yours faithfully' (if you don't), followed by your name.

2.2 Review the completed application form and letter and comment on how both could be improved