## Level 2 Sport and Physical Activity (Assistant Fitness Instructor pathway)

## Task 2

## Letter of Application

* This is your opportunity to ‘sell’ yourself to the company
* It relates your experience to a specific company or job vacancy
* It is sent alongside a CV / Application Form
* It should be business-like and professional looking – no errors, spelling mistakes, or typos,
* It should complement your CV / application form
* The letter and CV should be word-processed
* Refer to the advertisement (if applicable) – the job title, where you saw the advert, provide a reference number,
* Ensure the letter is addressed to the correct person if a name is given, if not use ‘Dear Sir / Madam’
* Use the template below to create your covering letter.

Name

Address

Contact details

 Name of person you are applying to

 Address of company

 Date

### Dear

Paragraph 1 - Explain why you are writing – which job? / Where you saw the vacancy

Paragraph 2 – Explain what you are currently doing – employment / education

Paragraph 3 – Explain why you are applying for the job and what you like about it

Paragraph 4 – Explain your suitability for the position – skills, experience and qualifications

Paragraph 5 – Finish your letter appropriately – e.g. Say that you are able to attend an interview and hope to hear from them soon or something similar.

Yours sincerely, (if you have used the person’s name)

Yours faithfully, (if you have used Dear Sir / Madam)

Sign your name

Word process your name