

Writing cover letters

Name _____ Date _____

Being able to write a good cover letter to send with your CV is a vital skill for finding employment.

Today you are going to find out what is needed in a cover letter and write one for an interesting position.

Travel & Tourism Functional Skills

Writing Cover Letters - 27/05/2011

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The Missing Letter - Creative Commons by Pulpolux via Flickr

Being able to write a good cover letter to send with your CV is a vital skill for finding employment. Today's lesson will develop your skills in writing a cover letter for work.

First, go to <http://travelfunctionalskills.wordpress.com>

Tasks

1) Go to the link in task 1 on the WordPress site (an example cover letter) and answer the following questions:

a) Why do you have to include a cover letter?

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b) What should you include in a cover letter?

c) How should you set out and organise a cover letter?

Curriculum mapping and teaching notes

This is a resource that was designed for use in a computer classroom. It allows learners to research what is needed in a cover letter to find employment. For this resource to work most successfully I would advise that learners carry out the 'research' stage (Tasks 1 & 2) of the lesson in pairs or small groups.

I have created a related website (created with Wordpress.com) with links advising learners on writing cover letters as well as links to job vacancies in the Travel and Tourism sector.

Functional Skills English mapping

Coverage and range statements provide an indication of the type of content candidates are expected to apply in functional contexts. Relevant content can also be drawn from equivalent (school) National Curriculum levels and the Adult Literacy standards. ✓ *Indicates the main coverage and range skills that are (or can be) covered in this resource. However, these will vary with the student group and how the resource is used by the teacher.*

Reference: Ofqual (2009), *Functional Skills criteria for English: Entry 1, Entry 2, Entry 3, level 1 and level 2.* <http://www.ofqual.gov.uk/>

WRITING Coverage and Range statements

Level 1 Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience

- a) Write clearly and coherently, including an appropriate level of detail
- b) Present information in a logical sequence ✓
- c) Use language, format and structure suitable for purpose and audience ✓
- d) Use correct grammar, including correct and consistent use of tense
- e) Ensure written work includes generally accurate punctuation / spelling & that meaning is clear

Level 2 Write a range of texts, including extended written documents, communicating information, ideas and opinions, effectively and persuasively

- a) Present information on complex subjects clearly and concisely
- b) Present information/ideas concisely, logically, and persuasively
- c) Use a range of writing styles for different purposes ✓
- d) Use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively
- e) Punctuate written text using commas, apostrophes and inverted commas accurately
- f) Ensure written work is fit for purpose and audience, with accurate spelling and grammar that supports clear meaning

** This resource also covers many adult literacy curriculum elements.

<http://www.excellencegateway.org.uk/sflcurriculum>