**Letter of Application Writing Guide**

***3 PARTS***

1. **Opening / Introductory paragraph.**

State the position you are applying for, how you heard about it and why you are interested in applying.

***Suggested sentence starters:***

I write this letter in support of my application for…

I am applying for this job because…. (be specific, link closely to the company/school you are applying to, go on their website, can you find a quote/statement that links to their ethos – how does your ethos match this?)

Round off the first paragraph summarising ‘why’ you are applying, what you hope to bring/achieve to the role and why you should be considered a strong candidate.

1. **This section should be 1-3 paragraphs long.**

In this section, you must demonstrate your understanding of the position/role you are applying for, showing how your experience and qualifications relate to the job and how they will allow you to be an asset to the company/school. Explain specifically how your skills and experience will benefit the department/company/school.

Talk about what you have gained from your current post and how this makes you a strong candidate for this job you are applying for – try and break it down to the different sections of the job (eg, PE Teacher – KS3, KS4, GCSE PE, A-Level, PE, BTEC Sport, extra-curricular, additional things you can offer).

Then work backwards talking through previous experience and qualifications. Only discuss situations that are relevant and will support your application. Remember, you only have 2 pages, keep it to the point. You should be continuously linking to why you are suitable to the job, and painting the image that you are the strongest candidate for the job.

1. **Closing paragraph.**

This is your final chance to push your strengths and make sure when they finish reading your letter you stand out as a strong candidate for the job.

***Suggested sentence starters:***

In conclusion, I believe my ethos of… matches closely to that of your school/company.

I hope my passion, enthusiasm (list top strengths), has come across.

*Summarise what you believe you can bring to the job and that you* ‘welcome the opportunity to discuss your ideas and experiences further’ should you be lucky enough to be called for an interview.