Your cover letter must detail how you meet each of the essential criteria found on the job description document (desirable criteria too, if applicable).

We recommend using criteria as headers and explaining below (using examples) how you meet them. For example:

1) Education
I have [x] GCSEs (Geography, Economics, Drama, ...), completed 2024.

2) Experience working in an administrative environment
As an administrator at [x], my duties included dealing with queries related to [y], and providing advice and guidance on [z].

3) Strong administrative skills
My administrative skills include...and during my time at [x] I used these to good effect when.....