

## Cover Letter Guide

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:

<b>Person Specification</b>		
<i>The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.</i>		
Essential Criterion No.	Essential Criterion Description	Measured by
E1	Educated to GCSE or equivalent.	A
E2	Experience of working in an administrative environment, dealing with queries, and providing advice and guidance.	A & C
E3	Strong administrative skills.	A,B & C
E4	Excellent customer focused skills.	A & C
E5	Ability to work on own initiative as well as in a flexible team environment.	A & C
E6	Experience of maintaining electronic records on a management information system.	A & C
E7	Ability to work to deadlines.	A,B & C
E8	Ability to work with a high degree of accuracy and with attention to detail.	A,B & C
E9	Excellent written and verbal communication skills through a range of relevant media (e.g. face to face, email, telephone).	A,B & C
E10	Proficient IT skills including word processing, databases, spread sheets and presentation software.	A,B & C

### 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.....