



Cover Letter Guide

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

Please note the following format guidance is not suitable for academic applications. If you are applying for **academic roles** e.g. professor, teaching fellow, research fellow you should refer to the 'How to Apply' section of the advertisement.

For those roles based in professional services or where adverts do not specify how the department wishes a cover letter to be set out, we recommend using criteria as headers and explaining below how you meet them by citing examples. For example:

Person Specification		
<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.....