

## Useful Websites

**Newcastle Carers** is your local carers centre if the person you support lives in Newcastle upon Tyne.

**Website:** [www.newcastlecarers.org.uk](http://www.newcastlecarers.org.uk)

**Email:** [info@newcastlecarers.org.uk](mailto:info@newcastlecarers.org.uk)

**Phone:** 0191 275 5060

**North Tyneside Carers Centre** is your local carers centre if the person you support lives in North Tyneside.

**Website:** [www.northtynesidecarers.org.uk](http://www.northtynesidecarers.org.uk)

**Email:** [enquiries@ntcarers.co.uk](mailto:enquiries@ntcarers.co.uk)

**Phone:** 0191 643 2298

**Carers Northumberland** is your local carers centre if the person you support lives in Northumberland.

**Website:**

[www.carersnorthumberland.org.uk](http://www.carersnorthumberland.org.uk)

**Email:** [info@carersnorthumberland.org.uk](mailto:info@carersnorthumberland.org.uk)

**Phone:** 01670 320025

**Reed** website has an excellent guide on writing cover letters.

**Website:** <https://www.reed.co.uk/career-advice/how-to-write-a-cover-letter>

## WHAT IS A COVER LETTER?

A cover letter is an additional document to your CV or application form. It is a way to extend the information that an employer sees about you, and an opportunity to stand out from the crowd.

## WHAT SHOULD MY COVER LETTER INCLUDE?

As listed on Reed.co.uk, the important parts to include in a cover letter are:

- Your personal details (e.g. name, address, phone number)
- The hiring manager's name (if you have it)
- Where you found the vacancy
- Why you're suitable for the job
- What you can do for the company
- Closing statements (including thanking the recruiter for their time)

**Top Tip:** Your Cover letter should be about half an A4 page, you can write in more detail in your supporting statement.

## STANDING OUT FROM THE CROWD

It's always positive to not only have an understanding about the company you are hoping to work for, but to link your cover letter to parts of the job description/person specification.

Something as simple as "I am passionate about the environment and, from your website, saw that you have an excellent company recycling scheme", shows the employer you have done your research.

**Top Tip:** Make sure your personal statement 'sounds' like you. This helps the employer to get to know you.

**Contact your local carers centre for support around employability skills or join one of our online sessions!**