



# Working for Carers Factsheet

## Writing Cover Letters

A cover letter is an additional document to your CV or application form. It's a way to extend the information that an employer sees about you.

### What should a cover letter include?



- Personal details (eg. name, phone number)
- The hiring manager's name (if available)
- Where you found the vacancy
- Why you're suitable for the job
- What you can do for the company
- A closing statement (including 'thank you' for their time)

### Top Tip

Your cover letter should be about half an A4 page.

### Standing out from the crowd

- It's always good to have an understanding about the company, and to link your cover letter to parts of the job description/person specification
- Even something simple shows the employer you've done your research. For example...

*"I'm passionate about the environment and (from your website) I saw you have a good recycling scheme."*

### Top Tip

Make sure your personal statement 'sounds' like you to help the employer get to know you.

## Carer centres

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



0191 249 6480



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



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

**Newcastle Carers** is your local carer's centre if the person you support lives in Newcastle.



0191 275 5060



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



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

**Carers Northumberland** is your local carer's centre if the person you support lives in Northumberland.



01670 320 025



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



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

## Useful resources

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



[www.reed.co.uk/career-advice/how-to-write-a-cover-letter](http://www.reed.co.uk/career-advice/how-to-write-a-cover-letter)

Contact your local carers centre for employability support through the Working for Carers project.

They can also help write a cover letter.

## Working for Carers Employment and educational support for unpaid carers

A partnership between Newcastle Carers, North Tyneside Carers' Centre, and Carers Northumberland.

This project is funded by the UK government through the UK Shared Prosperity Fund, with the North East Combined Authority as the lead.



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UK Government

**NE** North East  
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We're listening