Group and individual tasks

# Chapter 16: CVs and application forms

## Evaluation of covering letter – Ralph McRalph

You might have indicated something along these lines:

With a friend, spend a few moments going through this to see if there is anything you think is good and powerful, or is unhelpful or incorrect. What do you think about the following:

 Content

 Layout

 Level of Detail given

 Punctuation, Spelling and Grammar

 Relevance

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| **Content:**   Without knowing the specific criteria in the job advert, the content seems ok as far as the skills mentioned are concerned. However, there is no name for the person being written to (very useful to have) nor is there any indication of the applicant’s address.   Words like ‘astonishingly good’ are inappropriate for a formal document and the greeting at the end should not be ‘Yours formally’ (which is not a recognized way to end a letter) but rather ‘yours Faithfully’, because he does not know the individual to whom he is writing.   The comment ‘I have enclosed my CV’ undersells the student a great deal: is there anything that you want to draw attention to in the CV? The Covering Letter is a chance to add details to the very limited information in the CV.   There’s no date given here, and no heading to indicate what job is being applied for. |
| **Layout:**   There’s no applicant’s address – this should be top right of the letter. The letter is brief and fills only 2/3 of the page. |
| **Level of Detail:**   In some places, some detail is given (e.g. a passion for people through working with people in my retail job). More generally, there are broad ideas given with little detail, leaving the employer to choose a stronger candidate if one comes along. |
| **Punctuation, Spelling and Grammar:**   Generally very poor  o ‘spare timie’ should be ‘spare time’,  o ‘has made **my** determined to work…’ should be ‘made **me** determined…’  o The sentence ‘The opportunity to work with you … in which I am passionate to work’ is excessively long and repeats itself.  o ‘applying **with**’ should be ‘applying **to**’  o The sentence ‘…and ***although*** I thoroughly enjoy working with people’ should not stop here but should give another piece of information – e.g. ‘and ***although*** I enjoy working with people, I am also able to work with data’. |
| **Relevance:**   On the face of it, it seems reasonable. Some skills and attitudes are referred to – e.g. MS Office, Hard-working. Without the job advert, it is difficult to indicate how relevant this letter would be. |
| **Anything else?**   This poor letter – lacking content, detail and full of grammar mistakes – is not going to get the candidate an interview. |