

### 1. USE THE RIGHT FORMAT

- Use an A4 Word document.
- Use a font that is easily readable e.g. *'Arial'* or *'Calibri'*.
- Make sure your font size is **no smaller** than **10**, but **no larger** than **12**.
- Include your **contact details** (name & address at the top right hand side).
- Include the **date** underneath your address.
- Use a **professional opener & closer**, and write in **paragraphs**.

### 2. HOW TO OPEN YOUR LETTER

- Applications should preferably start with **'Dear...'**
- If you know the name of the person you are writing to this would follow e.g. **'Dear Miss Ash'**
- If you don't know the name of the person you are writing to it is polite to use **'Dear Sir/Madam'**.
- Alternatively you could use **'To whom it may concern'** rather than 'Dear....'.

### 3. STATE THE ROLE (PARAGRAPH 1)

- Start your letter of application by stating the **name of the role** that you are applying for (the teacher may be responsible for more than one Pupil Leadership Role).
- Use one or two sentences about why you are the best person for the role.
- You should include information about skills/experiences/qualifications.

### 4. ABOUT YOU (PARAGRAPH 2)

Use this paragraph to give more details about your skills and qualifications that make you suitable for the role:

- Link these to the skills/qualities that are listed on the job description of the role, and the duties you be expected to carry it.
- Do not lie/embellish your answers, these may come up at interview, you can practise how you would answer these by applying the SOAR/STAR method.

### 5. WHY DO YOU WANT THE ROLE (P3)

Use this paragraph to explain **why you want the role**:

- What excites you about the role?
- Why are you passionate about it?
- What are you hoping to achieve in the role / what can you bring to it?
- You can talk briefly about any plans that you have for the role—this is something that you could go into more detail should you get an interview.

### 6. HOW TO CLOSE YOUR LETTER

- **Thank** the person you are writing to for taking the time to read your application.
- If you have started your cover letter with **'Dear Sir/Madam'** end it with **'Kind Regards'**.
- You can also use **'Yours Faithfully'** when you don't know who it is you are writing to.
- If you have included their name at the start, e.g. **'Dear Miss Ash'**, end with **'Yours Sincerely.'**
- Sign your name, and then print it underneath.