

Into Work: Cover Letter Writing Workshop

About the Course

The course is aimed at those who are seeking new employment opportunities but have been out of employment or have not applied for a job for a longer period of time. On this course you will learn how to write an effective cover letter.

Timings for the Workshop

- *10am - 2pm – Cover letter writing skills.
- *2pm-2:30 pm – Careers conversation with Work Hounslow
- *You will be required to attend for the whole day

Course Learning Outcomes

- To gain an awareness of the structure, content and language of an effective Cover Letter.
- To be able to create or start your own, appropriately structured, Cover Letter

Please note: To successfully complete this course you must commit to 100% attendance and punctuality.

What is needed for the course?

- Basic digital skills
- Good literacy skills
- 100% Attendance

Progression Pathway Employability

Into Work:
CV writing

Into Work:
Cover letter
writing

Into Work:
Interview skills

- Work Hounslow
- Job centre
- Recruitment agencies

We can also provide you with information, advice and guidance for employment or further learning.

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email work@hounslow.gov.uk or
- ▶ Visit www.workhounslow.co.uk