

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Writing a Cover Letter
Unit Reference Number:	M/615/6970
Level:	Entry 3
Credit Value:	1
Minimum GLH:	10

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to write a cover letter for a job application	1.1 In relation to writing a cover letter, identify: a) Appropriate language style b) Inappropriate language style
	1.2 Identify useful set phrases to include in a cover letter
	1.3 Write a cover letter to accompany a CV or application form in application for a job
	1.4 Make edits to the cover letter after feedback