

# Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Writing a Cover Letter

**Unit Reference Number:** M/615/6970

**Level:** Entry Level Three (3)

**Credit Value:** One (1)

**Minimum Guided Learning Hours:** 10

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