

# Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Job Applications and Cover Letters

**Unit Reference Number:** K/615/6997

**Level:** One (1)

**Credit Value:** Two (2)

**Minimum Guided Learning Hours:** 18

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to complete a job application form	1.1 State why it is important to understand the requirements of a job application form before filling it in
	1.2 Identify a live job advertisement that required an application form to be completed
	1.3 Read through identified job advertisement and create a check list of information to include in a job application form
	1.4 Complete job application form with attention given to accurate spelling and grammar
2. Be able to write a cover letter to support applications	2.1 State what a cover letter/letter of application is and the reasons for writing one
	2.2 Outline why it is important to plan what to include in a letter of application for a job
	2.3 Create a sequential list of information to include in a cover letter
	2.4 Identify differences between formal and informal writing styles
	2.5 Write a cover letter to accompany job application form

2.6 Proof read application/cover letter making corrections where necessary