**L2 AWARD IN EMPLOYABILITY SKILLS: MAKING THE MOVE TO WORK**

**Learning Outcome 3: ACTIVITY 18**

**INDIVIDUAL/PAIRED ACTIVITY**

**Covering Letter**

**For one of the job roles you have previously identified, and referring to page 42 of the Study Guide, draft a covering letter that might accompany your CV if you were to apply for this role.**

**Once you have finished, share it with a colleague who should check it using the criteria in the table.**