**EMPLOYABILITY AND SELF-DEVELOPMENT**

**Learning Outcome 2: ACTIVITY 8**

**HOMEWORK INDIVIDUAL ACTIVITY**

**Letter of application**

For the job used in the earlier exercises, draw up a Letter of Application, which is no more than two sides of A4-sized paper.

Complete this so that it is ready to submit to your tutor for review at the next session.

Remember to include a copy of the job advert, job description and person specification as well as all your CV so that your tutor can see if your letter supports your application appropriately.