



Cover letter - guidance to applicants

Your cover letter is a fantastic opportunity for you to bring your experience to life for the hiring manager and gives you an opportunity to highlight your strengths in relation to the essential and desirable experience / skills identified in the application pack. At the Chartered College of Teaching, we ask applicants to provide a cover letter along with a CV so that we can understand more about you, how your skill set aligns with this role, your reason for applying and what you can bring to the team. Each CV and covering letter that meets the criteria is anonymised before being scored by the recruitment team. The covering letter helps us to develop a better understanding of your suitability for this position therefore, to provide equity within our recruitment process, we have provided this guidance on what to include in your covering letter which we hope you will find useful.

Relevant experience

Review the role specification in detail and consider how your experiences meet these expectations. You may want to provide a bullet list of the requirements most relevant to your experience or write a short paragraph for each. It need not be exhaustive and we do not expect you to be an expert in every area so focus on your key strengths and provide work-based examples for each.

What makes you the ideal candidate?

In looking at both your experience and the person specification, make it clear why you are the ideal candidate for the role. Think of some specific examples of work you have taken a lead on or been proactive in developing that are relevant to the role, or even a time when something has not gone so well and how that experience will be valuable. This is the opportunity for you to stand out - assume everyone has the minimum requirements for the role so how do you differ from the rest? Consider any interesting experiences you have and show how these are relevant to the role you are applying for.

Why do you want to work for the Chartered College of Teaching and what is your motivation?

Consider what attracts you to working at the Chartered College of Teaching and our purpose. Share your personal motivations and how your values align with us as an organisation. Highlight the key elements of the job on offer and what you would really enjoy and also think through your professional development and how we could support that.

If you need any further support with your application or have any questions please email recruitment@chartered.college

Thank you for taking the time to apply for this position and we wish you every success with your application.