



## EMPLOYABILITY 4 Digital Assignment (BASIC)

### Title: Covering Letter

**Focus Skill Development:** **Self-management/Taking responsibility**, Working effectively with other people, **Business and customer awareness**, **Decision-making and Problem-solving**, **Initiative and enterprise**, **Communication and Literacy**, Numeracy, **Using ICT**.

**Task:** **Seek out a possible job/scholarships/internship/etc. and write a covering letter; if you are interested in starting a business write a covering letter for a bank to apply for a business loan.**

**Time Frame:** **Aim to complete in around 2 hours (the time is a guide take as long as you need to produce a quality covering letter) – think in terms of who is likely to read the letter.**

**Resource:** **Seek out online resources and check examples**

**Assessment:** On completing your task submit your covering letter to [assignment@enterprise360.me](mailto:assignment@enterprise360.me) and update your YES passport. **Before you access another assignment.**

**Example YES Passport Update for this assignment (do not feel limited by this table it's a guide)**

YES Stamp	Examples
Self-management / Taking responsibility	Manage time, find suitable resources to support writing an effective covering letter; structure my letter to reflect my skills and experience, and how I can add value.
Business and customer awareness	Through devaluing my covering letter I developed an understanding of what the target business needed for the position I was applying for and how my skills and experience
Communication and Literacy	Develop an effective covering letter that communicates to the reader my skills, experience and capabilities.
Using ICT	Type the covering letter, and create a folder on my cloud for future use when applying for opportunities.

**Reflection:** **The covering letter is the area where many students and job applicants fall down, as they send off CVs and other material with a short and general covering letter; the more time you invest in your covering letters the better.**





**NB: Do not feel limited by the table above, think about other skills this assignment has help you develop.**

Example ENTPASS (Feasibility Phase)

Your Idea	What you going to do?	How you going show it has been done?	What do you need?
Development of a healthy savoury snack choice.	<ul style="list-style-type: none"> <li>Research market for snacks and fast food</li> </ul>	<ul style="list-style-type: none"> <li>Basic table showing fast food options in news agents/station kiosks</li> </ul>	<ul style="list-style-type: none"> <li>Time to visit outlets and do research</li> </ul>
	<ul style="list-style-type: none"> <li>Generate ideas for new healthy snacks</li> </ul>	<ul style="list-style-type: none"> <li>List of new ideas that could be developed</li> </ul>	<ul style="list-style-type: none"> <li>Time to discuss and generate ideas</li> </ul>
	<ul style="list-style-type: none"> <li>Design the new snacks from ideas</li> </ul>	<ul style="list-style-type: none"> <li>Five new healthy snacks designed</li> </ul>	<ul style="list-style-type: none"> <li>Time to spend designing</li> </ul>
	<ul style="list-style-type: none"> <li>Create a basic recipe for each snack</li> </ul>	<ul style="list-style-type: none"> <li>One of each snack made</li> </ul>	<ul style="list-style-type: none"> <li>Time and resources to make the first snacks</li> </ul>
	<ul style="list-style-type: none"> <li>Cost the recipe</li> </ul>	<ul style="list-style-type: none"> <li>Have a basic cost to produce each snack</li> </ul>	<ul style="list-style-type: none"> <li>Time to study the recipe and work out all costs</li> </ul>
	<ul style="list-style-type: none"> <li>Produce samples for taste test</li> </ul>	<ul style="list-style-type: none"> <li>Taste test with wide sample</li> </ul>	<ul style="list-style-type: none"> <li>Time and resources for production and wide taste testing</li> </ul>
	<ul style="list-style-type: none"> <li>Plan phase 2</li> </ul>	<ul style="list-style-type: none"> <li>A basic plan to create a business</li> </ul>	<ul style="list-style-type: none"> <li>Time to assess if the snacks can be sold at a suitable price</li> </ul>

