



- > You may need to log in or create an account. Once you have done this you can upload your CV and a covering letter. There may also be a few additional questions to answer.
- > You might be asked to complete an application form. Use the information from your CV to help you complete the form.
- > Lastly, you might have been provided with contact details to send your CV and covering letter too.
- 1) Open your email account
- 2) Start a new email adding the details you have been provided with
- 3) Attach your CV and covering letter to the email
- 4) Make sure you also add a few sentences to the email, this example might help:

5) Double check everything is attached, and your spelling is correct and send.

I don't understand the learning in this lesson							
I t's r	It's not easy but I am beginning to understand						
I really understand the lesson							
□ Independent	☐ Physical	□ Verbal	☐ One to One	□ Scribe			

