



**Ambitious
about Autism**

Cover letter guide: strengthen your job application



What is a cover letter?

A cover letter is a brief letter that accompanies your CV when applying for a job. In this letter, you can state why you're a strong candidate for the role and explain your skills and passion.

Although writing a cover letter may seem daunting, this guide will simplify the process and help you approach it with confidence.



Before you start

Take a moment to consider these points before you begin writing your cover letter.

- Know the job: carefully read the job description. What are they looking for? Make sure you can align your skills and experiences with their requirements.
- Know the company: research the company to show you understand what it does and how the job fits into the company.
- Know yourself: reflect on your strengths and experiences that make you a great match for the job.



Tips for success

- Use a professional and clear email address (e.g. firstname.lastname@email.com).
- Keep your language positive—focus on your skills and abilities, not limitations.
- Keep your cover letter to one page.
- Always proofread before sending.
- You can send your cover letter as an attachment or directly in the email body. The employer will give instructions in the advertisement.
- If you have multiple things to mention, consider breaking down into smaller paragraphs but keep your cover letter to one page.



Cover letter guide



1

Write your **name, address, phone number, and email**. Align this information to the **top right** of your letter.

Next, write the **company name and company address**, then leave **one line of space**. Write the **date** and align this to the top left of the letter, underneath your details.

2

Start with a **formal greeting**.

If possible, address the hiring manager by name. If you don't know their name, use "Dear Hiring Manager".

3

In your first paragraph, explain why you're writing to them - mention the **name of the vacancy** you're applying for and **where you found the listing**. Follow this with one line about why you want this position.

4

In the next paragraph, explain why you are a good match for the role.

Mention:

- relevant **work experience** (paid or unpaid)
- **key achievements**
- **skills or strengths** gained through hobbies, volunteering, or education.

Match your experience, skills and/or achievements to **the job description** (or things you have read during your research) to make it clear exactly how you are their perfect candidate.

5

The final paragraph should include:

- your availability for an interview – this will show enthusiasm for the position
- your contact information (phone number or email)
- ending by thanking them for their time.

6

Sign off the letter with a professional closing (e.g., "Sincerely") followed by your name.

Cover letter guide steps

1 Your Name
123 Your Street
Your Town
Your Postcode
Phone: 0123 456 789
Email: firstname.lastname@email.com

1 ABC Company
Company Road
Company Town
Company Postcode
Date: 26 February 2025

2 Dear Mrs. Smith,

3 I am writing to apply for the Warehouse Assistant vacancy at ABC Company. I saw the job advertised on your website and I am excited to apply because I am confident that my skills and experience make me a strong candidate for the role.

4 I recently completed a Warehouse and Storage course at DFE College. In the course, I learned how to check stock and update records as well as key information about the industry and how to provide excellent customer service. I am excited to use what I have learnt in this role.
I also volunteered at XYZ charity, where I helped people by listening to their concerns and finding solutions to their problems. This improved my problem-solving skills, which I believe will help your customers have a great experience whilst shopping with you. I am a very detail-oriented person and always pay close attention which will help me do the job well. I believe these skills will help me meet the needs of your customers and your company.
I am excited about the chance to work with your team and help provide great customer service, which I know is important to ABC Company.

5 I would love the opportunity to discuss how I can contribute to your team. I can be contacted using the details at the top of this letter to arrange an interview. Thank you for considering my application, and I look forward to hearing from you soon.

6 Sincerely,
Your Name

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

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Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ info@ambitiousaboutautism.org.uk

🌐 ambitiousaboutautism.org.uk

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