

# Into Work: Cover Letter Writing For Women Returning To Work

020 8583 6000  
[courses@hounslow.gov.uk](mailto:courses@hounslow.gov.uk)  
[www.hace.ac.uk](http://www.hace.ac.uk)

## About the Course

The course is aimed at those who are seeking new employment opportunities but have been out of employment or have not applied for a job for a longer period of time. On this course you will learn how to write an effective cover letter.

## Timings for the Workshop

\*10am - 2pm – Cover letter writing skills.

2pm-2:30pm Work Hounslow Advisor

\*You will be required to attend for the whole day

## Course Learning Outcomes

- To gain an awareness of the structure, content and language of an effective Cover Letter.
- To be able to create or start your own, appropriately structured, Cover Letter

***Please note: To successfully complete this course you must commit to 100% attendance and punctuality.***

## What is needed for the course?

- Basic digital skills
- Good literacy skills
- 100% Attendance

## Progression Pathway Employability

Into Work:  
CV writing

Into Work:  
Cover letter  
writing

Into Work:  
Interview skills

- Work Hounslow
- Job centre
- Recruitment agencies

**We can also provide you with information, advice and guidance for employment or further learning.**

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email [work@hounslow.gov.uk](mailto:work@hounslow.gov.uk) or
- ▶ Visit [www.workhounslow.co.uk](http://www.workhounslow.co.uk)