



Vocational Placement application cover letter

When making your approach for a Vocational Placement, be sure to have a professional resume and cover letter prepared to increase your chance of success.

Sample letter:

Your address
And contact details
Go here

Contact's name
Contact's position/title
Company name
And address here

Dear [Insert name],

I am currently studying [insert name of your qualification] and a requirements of the course is that I undertake a practical placement as a volunteer. I must complete [insert number] hours as a volunteer in an industry setting and was hoping to complete my placement with your organisation.

Please find a copy of my resume for your information. I have my volunteer working with children check (if relevant) and am able to start placement [insert date/immediately]. It is suggested by my course tutor that I attend one day per week. Currently my availability is on [insert days/days of week that suit you]. Workplace insurance is covered by my training organisation for the total number of hours of work placement.

I am committed to making progress in my studies and look forward to demonstrating my skills. I am available to meet at your convenience to discuss the placement when I can bring along the Volunteer Mentor Handbook I am required to have signed upon demonstration of my practical skills.

Yours sincerely
[name]

If called for interview, when attending the meeting take along the following:

- Insurance letter
- Volunteer Mentor handbook
- Your training plan with the list of units/subjects
- The letter of appreciation from OCA/Conwal