

CHAPTER 7 · 5 EXERCISES

COVER LETTERS, FORMS AND SUPPORTING STATEMENTS

(the part most candidates rush)

Print a fresh copy for every application. The free interactive lesson for this chapter is at attprofessionallanguageservices.com/dream-job/7/.

TRY THIS 30 minutes · once

THE COVER LETTER PLANNER

For one real advert, plan your letter before you write it. Paragraph 1: what specifically attracts you? Paragraph 2: which two or three pieces of evidence from your bank best match their must-haves and hidden priority? Paragraph 3: one confident closing sentence. Then write it in under 350 words.

TRY THIS 20 minutes per question

A 250-WORD STAR ANSWER

Choose one of your eight STAR stories and write it as a 250-word answer to a typical form question. Count the words in each part. If the situation takes more than 50 words, cut it; if the action takes fewer than 120, add detail about what you did and why.

THE CRITERIA MATCHING GRID

For one real role with a person specification, complete the grid before you write a word of your statement.

CRITERION (ESSENTIAL / DESIRABLE)	MY EVIDENCE (WHICH STORY OR ACHIEVEMENT?)	COVERED IN MY STATEMENT? ✓

Then write your statement criterion by criterion, using short STAR-style paragraphs. Check every row has a tick before you submit.

ONE SPECULATIVE LETTER

Write one speculative letter to a named person at an organisation on your target list. Keep it under 200 words, mention one specific reason you're contacting them now, and ask for a short conversation.

TRY THIS 15 minutes · once

THE SOUNDS-LIKE-ME TEST

Take one paragraph you've drafted, with or without an AI tool. Read it aloud. Underline every word or phrase you wouldn't naturally say in an interview. Replace each one with your own words.
