DUNSTABLE TOWN COUNCIL

APPLICANT GUIDANCE: WRITING YOUR COVERING STATEMENT

What is a covering statement?

A covering statement explains **why you are applying for the job and how your skills and experience meet the job requirements**.

Your CV sets out your work history and qualifications. Your covering statement gives examples that show **how you would use your skills and experience in this particular role**.

Why does the Council ask for it?

We want to understand:

- Why you are interested in the job.
- What relevant skills and experience you have.
- How you meet the job requirements.

How does the Council use your statement?

We read it alongside the rest of your application and compare it with the **person specification**. This is the list of skills, experience and qualifications needed for the job.

We use your application to decide who to invite for an interview. This is called **shortlisting**.

How we score your application

We score your application against the **essential and desirable requirements in the person specification**. Essential requirements are those needed for the job. Desirable requirements are additional skills or experience that would be helpful. Each requirement receives a score from **0 to 3**, based on the information and examples you provide.

The examples below show how we score information about **good organisational skills**. Evidence means explaining what you did and how it helped. Use examples from your own experience when writing your application.

Score	Scoring outcome	Example	Why this score?
0	No evidence	No mention of organisational skills or relevant experience.	There is no information showing how the applicant meets the requirement.
1	Indirect evidence	"I worked as an administration assistant for two years."	The role may have involved organising work, but the applicant has not explained this.
2	Clear statement, but no example	"I have good organisational skills and can manage several tasks at once."	The applicant says they have the skill but gives no example to support it.
3	Clear evidence with an example	"As a volunteer, I helped organise a community event. I kept a task list, checked supplies and arranged when helpers needed to arrive. This helped us finish setting up before visitors arrived."	The applicant explains what they did and how it helped.

Applicants with the highest shortlisting scores will be invited for an interview.

How to write your statement

1. **Read the job information.** Look at the job description and person specification.
2. **Say why you want the job.** A few sentences are enough.
3. **Explain how you meet the requirements.** Work through the person specification. You can use each requirement as a heading.

4. **Give real examples.** Say what you did and how it helped.
5. **Check your statement.** Keep it clear, honest and relevant. Follow any length limit and instructions in the job advert.

Examples can come from paid work, volunteering, education or other relevant activities.

Examples of what to write

These are made-up examples to help you get started. **Use your own experience and explain how it relates to the job you are applying for.**

Why you want the job

> “I am applying for the Administration Assistant role because I enjoy organising information and helping people. I would like to use these skills in a role supporting local services.”

If the job asks for customer service skills

> “In my shop role, I answered customers’ questions and helped them find what they needed. If I could not answer a question, I checked with a colleague, so the customer received the correct information.”

If the job asks for computer skills

> “In my previous role, I used Word to prepare letters and Excel to update records. I checked the information before saving or sending it.”