Housing Matters

Covering letter guidance

Thank you for your interest in applying for the Trainee Housing Adviser role at Housing Matters. Along with submitting your CV, we would like for you to write a short covering letter (no more than two A4 pages), which should include the following information:

- **Why you want to work for Housing Matters;**
- **What interests you about this role specifically;**
- **Examples, from your work experience or lived experience, of where you have used the skills/attributes listed in the person specification (see role/job description document).**

  These examples could be from your personal experiences of navigating housing/homelessness systems, previous employment or volunteering, your education, your personal life or through roles you have played within your community.

  We really value lived experience of housing and homelessness issues, working with the local community, ability to speak community languages and working with young people (age 16-25) - if you have some of these skills and experiences, we'd love to hear about this from you in your covering letter.

Your covering letter can be submitted as a PDF document, a Word document or in an email when you send in your CV.

If you have any questions at all or would like further detail on the application process, please get in contact via recruitment@housingmatters.org.uk. We'll be happy to help.