Choose your evidence

Use one actual vacancy. Complete the fields with your own experience, keeping volunteer work, practice and paid work clearly identified.

Save a copy before editing. This PDF has no submission button or scripts. Some mobile viewers cannot edit forms; open it in a form-enabled PDF reader or copy the prompts into your own editor.

Role and employer

Application format or limit to follow

1 A responsibility or requirement from the vacancy

What I personally did and why it is relevant

2 A responsibility or requirement from the vacancy

What I personally did and why it is relevant

3 A responsibility or requirement from the vacancy

What I personally did and why it is relevant

Mark a missing requirement honestly. A learning plan does not replace a required qualification or authorisation. Do not add invented results, confidential records or other people's personal information.

Draft your letter

Use this as a private first draft. Follow the employer's instructions, then transfer your checked wording into the final application format.

Your name and the contact details you choose to include

Salutation and role reference if requested

Why this role interests you

One relevant example and its connection to the work

Another example or an honest learning gap if relevant

Closing and signature

Final check: correct employer and role; consistent with your CV; factual claims you can explain; requested length and attachments; spelling and contact details. Keep the version you submit.