

Some guidelines to help with writing a cover letter for Medact's Campaigns Assistant role

What is a cover letter?

A cover letter is a short letter that typically accompanies your CV when applying for a job. It allows you to explain why you are suited to the specific job being advertised. It should be used to show why you would like to do the job you are applying for, and highlight the areas of your CV that are most relevant for the role. It can also be used to mention attributes or lived experience that you have that is relevant to the role, but which might not be mentioned in your CV.

Try to keep your cover letter clear and concise; it should be no longer than two pages. It's fine to use headings and bullet points to organise your letter, if that makes it easier to write clearly and concisely.

How to start your cover letter

Address your letter to Medact or the Medact Team. Start your letter by telling us that you wish to apply for the Campaigns Assistant role and say where you saw the job advertised.

Why health justice? Why campaigning? Why Medact?

Your cover letter gives you a chance to **introduce yourself to us** and to **show us why** you are interested in working **specifically for Medact**. Therefore, we would strongly encourage you to write a bespoke cover letter for this application, i.e. don't simply re-use a letter that you have written for another job application. If you're not familiar with Medact's work have a look at [our website](#) and our [twitter feed](#) to get a feel for what makes us tick. Have you done something in the past that demonstrates your passion for health justice? Tell us about it! Has something happened in your life that got you interested in campaigning? We would love to hear about it!

Tell us about your most relevant experience, skills or qualities.

Your cover letter gives you an opportunity to highlight some of your most relevant skills, qualities or past experiences that make you particularly suited to this job. Keep a copy of the job description in front of you while you write your cover letter, and refer to skills/attributes/experience that you have, that are also asked for in the job description. If you want to, you can structure your cover letter around the elements of the person specification, giving evidence for how you meet each criteria in turn.

Use real life examples to back up your statements

Try to give concrete examples that demonstrate your skills or qualities in action. For example, if you are very good at managing different priorities at the same time don't just say this, give us a real life example to **demonstrate it**. Don't be afraid to draw on your own life experience, beyond the workplace. For example, you could illustrate your ability to juggle

priorities by telling us about how you managed to earn a part-time qualification while also working to fund your studies and training three times a week for your local, cup winning football team.

What do you hope to get out of this job? What new skills would you like to gain - and how would you use them in the future?

This role will provide the successful candidate with an excellent opportunity to develop their campaigning skills and become a stronger advocate for health justice and human rights. We're eager to hear about how you might use the skills and experience that you gain from this role in the future. We don't expect you to have every skill in the job description when you begin this role, but we would like to know if you're willing to learn new skills as part of the job.

Closing paragraph

You could finish your letter by reiterating your interest in this role and summarising what you would bring to our team.

Further Resources

The Guardian Jobs website has some good resources and advice which you may also want to look at, including:

1. [How to write a CV - Guardian](#)
2. [How to write a cover letter - Guardian](#)
3. [Video - how to write a cover letter \(Guardian\)](#)