

Module 8 - Enquiring and Applying

Module 8 helps you to prepare to make phone calls about jobs, explains what a cover letter or email is, when you would use one and what information it should contain. It also explains how to write a speculative letter. You can see example cover letter and emails and practice writing your own.

Work your way through the [Applying and enquiring Module](#), completing the activities. To get the most out of this module, we suggest that you complete the Planit Portfolio interactive tool. However, if you would prefer, you can complete the activity on paper first.

Teacher/Trainer Notes

If you are a teacher or trainer delivering this module to young people, you can use the [PowerPoint presentation](#), which includes notes, activities, tasks/discussion points and estimated timings. There are also [teacher/trainer notes](#), which include aims, outcomes and which career management skills and senior phase criteria the module meets.

If completing this as a paper-based exercise, print out the [Activity 1 Phoning about a job advert worksheet](#) and [Activity 2 Sample Letter](#) as well as the content before delivering it.