

Your Name
Address
Postcode
Email address (*if you have one*)
Phone Number (*if you have one*)

Date

Recruitment Team
Colab Exeter
Wat Tyler House
King William Street
Exeter
EX4 6PD

DATE

Re: Application for Community Ambassador – Job Reference CAPT0921 / FTCA0921 (delete as applicable)

Some words to introduce yourself and your application to the role...

Please find enclosed a copy of my CV / MV for more information.

If you don't have one available... Describe here what you would like to include about any previous employment, voluntary work, or groups and activities that you have done in the past or that you are currently involved in.

This can include any talents, hobbies or interests that you have which might be relevant to the role, for example if you are an artist or musician could this be something you could share as a meaningful activity?

Previous Employment:

You can include the job title, the dates you worked and the organisation you worked for

Voluntary Work:

You can include the role you did, the dates you volunteered and the organisation you volunteered with

Groups/Activities/Hobbies:

You can include the name of the group, and the dates you took part

Application Statement:

Use this space to tell us more about yourself and why you want the job...

Include answers to the following questions:

- 1. Tell us why you are interested in the role and what individual qualities and skills you can offer?**

[For example, we would be interested to hear which parts of the role you are interested in and why, what you would like to achieve if you were offered the job, what success would look like for you in this role, and what personal qualities and skills you can bring to the role that will help you to make this happen.]

- 2. Tell us about how your lived experience of homelessness will help you in this role?**

[We are not asking you to share personal details of your experience unless you want to, but we would like to know how your lived experiences will inform how you will work with and relate to people experiencing homelessness or complex life situations, how it will help you to chat to people and encourage them to join activities and give their feedback, or how it will help you when working with other professionals to promote the project and raise awareness about homelessness.]

- 3. Tell us about any experience you have of being part of a group, a community, or a team, and what you learnt or what you enjoyed about it?**

[For example, this could include any paid work or voluntary work experience, involvement in support groups or leisure activities, being part of a community group or centre. We would like you to include things like how you contributed to this group, did you take on a role or responsibility, what you enjoyed about it or what you learned from it, and how this will help you in the role.]

The job description and person specification also give more examples of what we are looking for so feel free to add anything else to your statement that you think is important.

Yours Sincerely

Your Name

Not quite sure where to start or what to include? Call us on 01392 202055 and ask to speak to Stuart, email us at recruitment@colabexeter.org.uk, or pop into Colab.

Some helpful websites and templates:

<https://www.reed.co.uk/career-advice/cover-letters/>

<https://www.reed.co.uk/career-advice/cvs/>

<https://www.reed.co.uk/career-advice/cvs/personal-statements/>

<https://uk.indeed.com/career-advice/cvs-cover-letters>