

Housing Matters

Covering letter guidance

Thank you for your interest in the Operations Officer role at Housing Matters.

As part of your application, please include a short covering letter (no more than two A4 pages) along with your CV. Your letter should include the following:

- **Why you want to work for Housing Matters**
- **What specifically interests you about this role**
- **Examples from your work experience that demonstrate the skills and attributes listed in the person specification** (see the job description).

You can submit your covering letter as a PDF or a Word document.

If you have any questions or would like further information about the application process, please don't hesitate to get in touch at recruitment@housingmatters.org.uk.

We'll be happy to help.