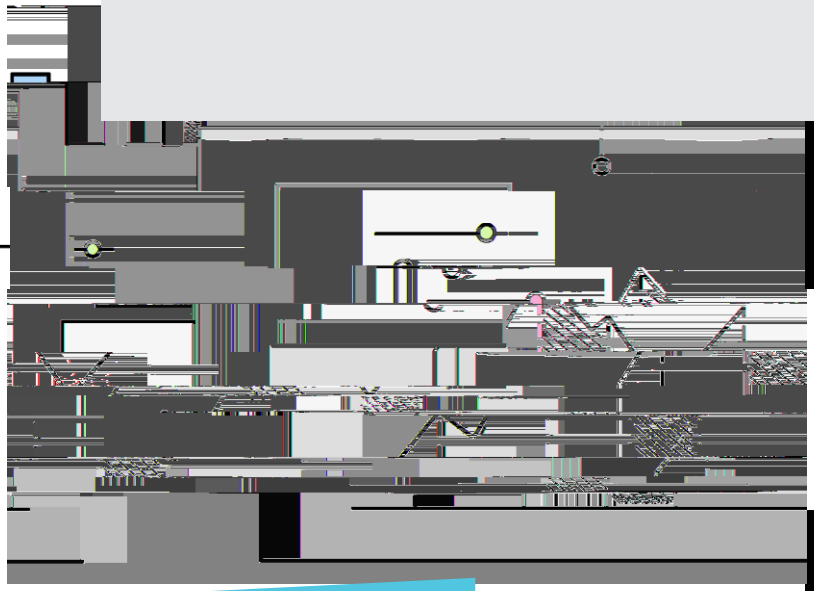

[redacted]

[redacted]

- The link takes you to the company website. You will then have to follow their process through their website.
- You may need to log in or create an account. Once you have done this you can upload your CV and a covering letter. There may also be a few additional questions to answer.
- You might be asked to complete an application form. Use the information from your CV to help you complete the form.
- Lastly, you might have been provided with contact details to send your CV and covering letter too.

1) Open your email account

2) Start a new email adding the details you have been provided with

3) Attach your CV and covering letter to the email

4) Make sure you also add a few sentences to the email, this example might help:

5) Double check everything is attached, and your spelling is correct and send.

I don't understand the learning in this lesson

I t's not easy but I am beginning to understand

I really understand the lesson

☐ Independent ☐ Physical ☐ Verbal ☐ One to One ☐ Scribe