**Cover Letter Guidance**

**Candidates are required to outline within the cover letter template below how they meet the following criteria:**

1. Level 2 Diploma or equivalent in Secretarial Administration\* **or** BTEC Level 2 Extended Certificate or equivalent in Business Administration\* **and** at least 1 year’s secretarial experience\*\*

**OR**  
  
At least 3 years secretarial experience\*\*

1. Able to demonstrate at least 1 years’ experience of providing support to senior management.

\*Relevant or equivalent qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

\*\*Secretarial experience is defined as experience with office duties to include diary and mailbox management, dealing with enquiries, word processing, planning and prioritising work, co-ordinating and drafting responses and secretariat support to meetings.

**Desirable Shortlisting Criteria**

In addition to the above essential criteria, NIHRC reserves the right to shortlist only those applicants who, as at the closing date for receipt of applications, can demonstrate they have the following additional desirable criteria:

1. Ability to demonstrate an interest and commitment to the protection and promotion of human rights.

NIHRC reserves the right to enhance the criteria as it sees fit in the event of a large volume of applications.

(**Word count should not exceed 750 words**).

**Cover Letter Template**

**Name:**

**Email Address:**

**Telephone Number:**

**Date:**

**Cover Letter Template**

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