**Template cover letter - for anonymised shortlisting. Ref:**

*[ISA use only]*

This sheet is used for anonymous initial shortlisting, so should not include your name, etc.

*We recognise that some personal details—such as your name, age, gender identity, ethnicity, or other background information—may unintentionally give rise to unconscious bias during recruitment processes. You are not required to disclose personal information of this nature if you feel it may unfairly impact how your application is assessed.*

Your letter should set out why you want to work for ISA and why your skills and experience make you a strong candidate for this role. You should use the *job description, person specification* and *skills base* as a guide.

Ideally, please submit this as a Word document. There is no wordcount limit.

This letter forms the first stage of our shortlisting process, so please provide enough details about your relevant skills and experience for us to understand your suitability for the role.

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| Vacancy: **National Arts Coordinator (full-time)** |
| Dear Rudi |
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| Best wishes  An Applicant |