**Cover Letter Guidance**

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

1. University level degree, or equivalent, in law or another relevant subject;

 **and**,

1. A qualification that allows them to practice as a solicitor in Northern Ireland;
2. A minimum of three years’ experience as a practicing solicitor, with evidence of some exposure to the field of Human Rights; and
3. A minimum of two years’ experience of conducting legal or policy research and analysis.

Please note, candidates should clearly demonstrate how they meet each component of the criteria outlined above, and for Parts (c) and (d) ensure they provide exact dates.

**Desirable Shortlisting Criteria**

While candidates may be invited to interview on the basis of meeting the essential criteria, candidates should also outline in their cover letter how they meet any or all of the following desirable criteria, some or all of which may be used for short-listing in the event of a large volume of applications being received:

* Knowledge of the domestic, regional and international human rights system
* Knowledge of the Northern Ireland constitutional framework and political institutions
* Knowledge and understanding of the legislative processes in the Westminster Parliament and Northern Ireland Assembly
* Knowledge of EU law
* Previous experience of working with or within a human rights based organisation

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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