RemoteHeR · Module 7 · Worked exemplar

WORKED EXEMPLAR · ONE COVERING STATEMENT, WITH COMMENTARY

Covering statement — worked example



The only thing written from scratch in this submission, so it is the only thing this exemplar shows. One page, four moves, with the tutor's reasoning beside it.

How to use this

Read it once for the shape, then close it. Your six artefacts are not these six, your history is not this history, and a statement that borrows this one's sentences will read as borrowed.

About the learner

Inês, 43, near Braga. Eleven years in retail, the last six as a shift supervisor, then three years out of paid work caring for her mother. She wrote the Module 1 career map in the Module 1 exemplar. She is invented, and her situation is a common one.

Move 1 — Who she is now

As written

I am an HR administrator with a portfolio of seven pieces of assessed HR work: contracts and records, screening and selection, onboarding, HR reporting, a policy with a compliance note, and a recorded structured conversation. Before this I spent eleven years in retail, six of them supervising a team of fourteen. I work remotely, and I have set up and documented my own secure home working arrangement.

Tutor's note

Three lines, present tense, and it opens with what she is rather than what she used to be. Note what is missing: no apology, no explanation of the three-year gap, no "I am hoping to move into HR". The retail years appear as a fact in the second sentence, where they read as experience rather than as an excuse. This is the paragraph that most learners get wrong on the first attempt, and it is the one an employer reads first.

Move 2 — What each artefact evidences

Six lines, one per artefact. Every one starts with what she can do.

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Artefact	The line she wrote
M1 · Readiness and career map	I can assess my own competence honestly against a framework and build a plan against the gaps I actually find, rather than the ones that are comfortable to name.
M2 · Written communication pack	I can write an agenda, a follow-up and a difficult message that a person can act on without coming back to me with a question.
M3 · HR data and reporting	I can produce a headcount and absence report from raw data, and say plainly what it does not show.
M4 · Screening and selection pack	I can screen a field of applicants against defined criteria and show why each decision was made.
M5 · Onboarding plan	I can design a first thirty, sixty and ninety days for someone who will never sit next to a colleague.
M6 · Policy with a compliance note	I can write a workplace policy and say which parts of it are legal requirements and which are choices the employer has made.

Tutor's note

Compare the M4 line with what most people write: "a screening matrix with documented decisions". That describes the file. Hers describes the capability, and it is the sentence a recruiter can repeat to a colleague. Note also the second half of the M3 line — saying what a report does not show is a small piece of professional honesty that reads as considerably more experienced than she is.

Move 3 — What she can now do that she could not

As written

In Module 1 I scored myself 1 out of 4 on working with people I have never met, and 1 on setting boundaries about my hours. I have re-scored both at 3. The first changed because I have now done it for sixty hours; the second changed because I set working hours in my calendar in week one and have kept them, including the week I did not want to. I scored myself 2 on spreadsheets and I would still say 3 rather than 4 — I can build a report and I am slower at it than I want to be.

Tutor's note

This works because it is checkable — she is comparing against a document she wrote at the start, which is exactly what the Module 1 self-assessment was for. And the last sentence is the reason a reader believes the rest of the paragraph. A statement in which everything improved is a statement nobody believes.

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Move 4 — What she decided while assembling it

As written

Putting these six things next to each other changed what I think I am applying for. I started this programme aiming at HR administrator because it was the door I could see. Four of these six artefacts are recruitment and selection work, and it is the part I did best and enjoyed most. I am applying for recruitment coordinator roles first now, and for administrator roles second, which is the opposite of what I wrote in Module 1. I also stopped saying I have no HR experience. I have seven pieces of it, and I can hand somebody the folder.

Tutor's note

Half a paragraph, and it does the whole job. It names a decision, gives the evidence behind it, and admits the decision reverses what she wrote at the start — which is what a portfolio is for. The last two sentences are hers, unprompted, and they are the reason this module exists.

How this submission was assessed

Checklist point	Verdict	Why
All six earlier artefacts included	Complete	Six, in module order, as marked.
The one-page covering statement explains what each piece evidences	Complete	Six lines, each starting from what she can do rather than what the document is.
It says what she can now do, and what she decided	Complete	A checkable before-and-after against her own Module 1 scores, and a decision that reverses her original plan, with the reasoning.

What the tutor said back

"'I have seven pieces of it, and I can hand somebody the folder' is the best sentence in this portfolio and it is in the last paragraph. Say it out loud at interview. One question rather than a correction: you have re-scored boundaries at 3 — what would 4 look like, and is it something you want?"

Now close this document

Write your page against your own six artefacts and your own Module 1 scores. The four moves are the structure; the sentences have to be yours or the page does not work.

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