

This worksheet will help you gather and organize information when you do need to create a cover letter. Ensure you have the job description and your resume available to use as you write a cover letter that connects your qualifications with the employer's needs.

PREPARATION - Prior to writing the cover letter, you will need to start with the following information.

Who are you sending the letter to? (Company name, contact name, title, mailing address)

What do you know about the employer? What is their mission? What is their product/service? What are their company priorities?

What do you know about the job? What is the employer looking for in a candidate? (what problem are they trying to solve with this position? What key words have they used?)

Identify 4-5 skills, requirements, or qualifications the employer is looking for and identify at least one previous experience or strength (from work, classroom, volunteer, student clubs/groups, etc.) you have that demonstrates you have those attributes.

Job Qualifications and Responsibilities	My Experiences, Education, or Strengths
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

COVER LETTER CONTENT - Using the above information, begin writing your cover letter following these prompts.

FIRST PARAGRAPH – Attention grabber!

What is the exact title of the job?

How did you learn this job was available? (ie: Handshake, LinkedIn, job board, faculty, etc.)

What is your degree in and where are you studying / where did you earn it?

Why are you interested in this specific position and company? (type of work, location, company purpose, etc.)



SECOND PARAGRAPH - Highlight qualifications, experiences, accomplishments, personality traits. Elaborate on at least 1-2 of your skills / experiences and how they've prepared you for this position.

Using the above job qualifications and experiences grid, identify 1-2 skills / experiences and write a few sentences to connect their needs with your experience. (*don't just list the skill or experience, provide measurable results to show impact*)

1.
2.

How will your experience / skill benefit the company? (*demonstrate company knowledge / research*)

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THIRD PARAGRAPH – continuation of second paragraph, elaborate on 1-2 more skills / experiences as outlined above

Write another few sentences to connect another one of the employer's needs with your experience.

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What class assignments or group projects have resembled "real world" experience? (*connect them to the job qualifications*)

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Identify the knowledge, skills, & leadership qualities you've acquired through your education, and how it connects to the main criteria for the job.

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What organizations or student groups have you been involved with? What leadership positions have you held? How do they relate to the position you're applying for?

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Why do you want to work for this specific organization / company?

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CLOSING PARAGRAPH

Brief reiteration of your interest in position and desire to discuss the position further:

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Provide a summary of your key points. (*education, qualifications, etc.*)

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Ask for interview and provide your availability or indicate you will call them.

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