

## COVER LETTER WORKSHEET

*Use this worksheet to gather the necessary information to create a cover letter. Once you have answered the questions, put the information in letter format.*

### Preparation

1. Based on the job announcements' key words and what you know about the job, what is the company looking for in a candidate? (What are they buying? What problem are they trying to solve? What experience, results, skills, approach, and abilities do they need?)

2. To whom are you sending the letter?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company, Address: \_\_\_\_\_

### Opening Paragraph

1. What is the exact title of the job? \_\_\_\_\_
2. How did you discover the job was available? (e.g., job board, internet, placement center, professional meeting, referral, person in hiring firm, career fair, recruiter, etc.) \_\_\_\_\_
3. Why are you interested in this particular job and company? (e.g., type of work, location, reputation, opportunities, etc.) \_\_\_\_\_

### Middle Paragraph

1. What do you have that matches those needs? (Experience, education, results, skills, approach, abilities)

Middle Paragraph - Matching cont....

2. Determine the three to five areas that are the highest priority to the company.
  - A.
  - B.
  - C.
  - D.
  - E.
3. Create a few short statements that include key words from job description. Use power verbs. Show impact and scope.

### **Closing Paragraph**

1. What do you want to happen after you send the resume? (An interview, a phone call, an email, etc.)
2. What is the person expecting you to send? (e.g., resume, letter of interest, salary requirements, references, examples of your work)
3. What next steps will you take after sending your resume? (e.g., a call, email, a visit)

### **Contact Information**

What is your phone and email? \_\_\_\_\_