

# Cover Letter Worksheet

A cover letter highlights your background, skills, or other qualifications that are relevant to a specific position. It can help explain to a prospective employer why you would be a good fit for the job they offer.

Cover letters are also a way to demonstrate your communication skills. Effective, cover letters let an employer know you have the ability to express yourself clearly.

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## BEFORE YOU START

- Do a little research, such as looking at their website, to understand the company. Identify areas they stress as important so you can match the skills and abilities you have to these areas.
- Address the letter to a specific person if possible.
- Use a clear font style with a size between 10-12 points.
- Limit yourself to one page.

## CONTENT

- In the INTRODUCTION, grab your reader's attention. Explain why you're interested in the position offered. Make sure you also include a brief statement of your qualifications and the position title.
- In the BODY paragraph(s), expand on the qualifications you mentioned in the Introduction, with some concrete examples that prove your work/life experience. Try not to simply repeat your resume in paragraph form, but to add to your resume by offering a little more detail. Use some of the keywords the employer used in the job description/advertisement.
- In the CLOSING, restate your qualifications and request an interview.

## BEFORE YOU SEND IT

- Proofread! Check that you have included the correct company information and look for spelling and grammatical errors.
- Reread your letter to make sure that it shows your personality, but avoids being too cutesy or gimmicky.

Use the template on the back of this page – tips and suggestions are highlighted.

Your personal information should be the same as listed on your resume.

Your Name

Address

Phone Number and Email Address

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Date

All information in the address section below should be the same as listed in the job posting.

Contact Name

Title

Employer Name

Address

City, State, Zip

Dear Contact Name (Use a specific person's name if possible, otherwise you can use a position title):

{Introduction}

{Body}

{Body}

{Closing}

Thank you,

{Signature}

Your name, typed