

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.

P	re	a	а	ra	ti	on	

1.	Based on the job announcement key words and what you know about the job, what is t company looking for in a candidate? (What are they buying? What problem are they try						
	to solve? What experience, results, skills, approach, and abilities do they need?)	IIIK					
2	Who are you sending the letter to?						
۷.	1. Name:						
	2. Title:						
	3. Company, Address:						
-	pening Paragraph						
	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.)						
	liddle Paragraph						
1.	What do you have that matches those needs? (Experience, education, results, skills, approach, abilities)						
	approach, abilities)						
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2.	Determine the three to five areas that are the highest priority to the company.						
	1						
	2						
	3						
	4						
	5						
3.	Create a few short statements that include key words from job description. Use power verbs. Show impact and scope.						
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Clo 1.	sing Paragraph 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)						
							
Cor	ntact Information						
1.	What is your phone and email?						
Fin	al Cover Letter Checklist:						
	Do I convey an immediate understanding of "who" I am within the first two sentences?						
	Is my cover letter format neat, clean, well-presented, and professional?						
	Have I highlighted my most relevant qualifications and achievements? Have I included information I know about the company or the position?						
	Have I highlighted why I want to work for this company and what I can do for them?						
	Did I proof read my letter?						
	Did I have someone else proof read my letter?						
	Is my letter short and succinct? Did I ask for an interview in the letter?						
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Did I sign the letter?