

COVER LETTER WORKSHEET

Use this side of this worksheet to set up the structure of your cover letter and begin brainstorming content. Look carefully at the job description to ensure you are highlighting relevant skills and experience. Throughout your cover letter, focus on how you can help the company rather than how the job will benefit you.

Header:

- ✓ Your name & contact info as appears on resume
- ✓ Employer contact and organization information
- ✓ Date
- ✓ Dear Ms. or Mr. ____: Use the last name here of the person you are addressing the letter to or "Hiring Manager" if no name is available.

First Paragraph:

- ✓ Position & Company
- ✓ Introduce yourself: School, Year, Major
- ✓ Where did you find the job? Have you had contact with the company previously?
- ✓ Why are you qualified for this position/what relevant skills or experience do you bring? (You will go into more detail about this in the body paragraphs)
- ✓ Why are you interested in this company?

1 or 2 Body Paragraphs:

- ✓ Topic - What skill/quality/strengths are you highlighting? Was it in the job description/qualifications?
- ✓ How do you demonstrate you have developed this skill/strength? Examples?

2nd paragraph – Skill(s):

Brainstorm experiences that highlight how you developed or honed this skillset (work, projects, class) :

3rd paragraph – Skill(s):

Brainstorm experiences that highlight how you developed or honed this skillset (work, projects, class) :

Last Paragraph:

Thank the reader, provide availability for co-op term and interviews (if special circumstances).



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Use this side of this worksheet to take your 2nd & 3rd paragraph ideas, match them with the job description, and expand upon the examples you brainstormed.

Job Description/Qualifications	My Relevant Skills + Experience
Skill:	Example:
Skill:	Example:
Skill:	Example:
Skill:	Example: