

TAILORING YOUR COVER LETTERS

Cover letters are meant to connect your skills, experiences, interests, and/or values to the position and organization to which you are applying. The most compelling and competitive cover letters demonstrate a strong alignment between the candidate and the position.

To complete this worksheet, find a position you are interested in and fill in the chart below based on the information in the position description and information you may find on the company web site.

Job Title:	
Job Description	How I Match
LIST 3 TRAITS SOUGHT IN A CANDIDATE (Example: Strong interpersonal skills)	WRITE 3 PHRASES DESCRIBING YOU (Example: strong communicator, people person)
1.	1.
2.	2.
3.	3.
LIST 3 JOB DUTIES/RESPONSIBILITIES (Example: collect field samples, track vitals, assist clients)	WRITE AN ACHIEVEMENT RELATED TO EACH DUTY (Example: capstone project involved collecting weekly field samples, tracked vitals of 12 patients every 2 hours, customer service training and position)
1.	1.
2.	2.
3.	3.
LIST 3 FACTS OR TRAITS ABOUT THE COMPANY. (Examples: provides holistic approach to housing, LEED certified, ranked #1 in portfolio advising, consistently innovative)	LIST STORIES OR EXAMPLES THAT CONNECT WITH THE EACH FACT OR TRAIT. (Example: shared value for holistic counseling, interned with green building company, pride in always ranking in top of class, value creativity)
1.	1.
2.	2.
3.	3.

Adapted from Ramapo College of New Jersey Cahill Career Development Center