

Cover Letter Worksheet

PREPARATION

Read the job description.

- What problem is the organization hoping to solve?
- What key skills and knowledge is the organization looking for?
- Contact information (name, title, and address if provided):

Research the organization (i.e. check out their social media accounts including LinkedIn to see recent updates and get a sense of organizational mission/values).

- What is it about this particular organization that resonates with you?
- What could you do for the organization?

PARAGRAPH 1

Why are you writing? Explain what position you are applying to.

How did you learn about the job? Reference a job posting. If you've had contact with any employees or attended any events hosted by the organization, include that information (i.e. spoke with a recruiter at the company info session).

What about this position and/or organization interests you?

PARAGRAPH 2

Reflect on the key skills and knowledge the organization is seeking. Which 2-3 do you have that strongly match their needs?

How have you demonstrated these skills and knowledge?

What positive results or outcomes have come from this experience?

PARAGRAPH 3

How can your previously mentioned skills and experience benefit the organization? Tie together what you have learned about from both the job description as well as your organizational research.

How do you align or fit with the organizational culture? Reflect on your organizational research about mission and values.

PARAGRAPH 4

Draft 1 sentence that ties together why you are an excellent candidate for this position. Summarize the previously mentioned skills, knowledge, experience, or organizational fit you will bring.

What next steps, if any, will you take after submitting your application?

Create a statement to thank the employer.