

COVER LETTER WORKSHEET

Use this worksheet to help you gather the necessary information you need to complete your cover letter. Once you have everything you need put this information into a letter format.

Task 1

Based on the job title and the company, write down some keywords to describe the problem they are trying to solve and how your experience is suitable for this.

A large, empty rounded rectangular box with a black border, intended for the student to write their keywords and experience details.

Who are you addressing this cover letter to?

Employer's name? _____

Job title? _____

Address? _____

Task 2

Intro Paragraph

- Spark the employer's interest
- Tell them why you are applying for this position
- Provide information about the benefits the employer will gain from hiring you

Second Paragraph

- Provide more information about your qualifications
- Show off your accomplishments and achievements
- Explain how you can contribute to the company (check out the job specification)

Third Paragraph

- Show your knowledge of company (based on your research)
- Relate your experience to the organization and how you can meet employer's need

Final Paragraph

- Ask for interview or meeting
- Express why you are a perfect fit for the job
- Explain how you will follow up when asking for feedback
