

COVER LETTER WORKSHEET

1. Grab Attention & State the Position You're Applying for.

- Capture the attention of the reader (remember, they are likely reading through many cover letters).
- Be clear about the position you are applying for.
- If you have a connection with the company or the person you're sending the letter to (could be a friend, professor, SC alumnus, etc.), make sure to highlight that fact.
- Convey enthusiasm and passion for the position or company.
- Introduce the specific reasons you are ideal for this position in this company.

Example: "I was pleased to find your New Business Development position on LinkedIn. The Warrior Company's values of Innovation, Passion, and Integrity are principles I respect and live by. I will be returning to the San Francisco area after graduation in May with a degree in Business Administration and would be proud to contribute to Warrior's continued success."

Your Street Address
City, State Zip Code
Telephone Number
Email Address

Month Day, Year

Mr./Ms./Dr. FirstName LastName
Title
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms./Dr. LastName:

Sincerely,

(Your handwritten signature)

Your Name typed

Enclosure

2. Address the Content of the Position & Highlight Your Qualifications.

- Provide details that present you as a serious candidate worthy of an interview.
- Use words/phrases from the job posting or description to give confidence to the reader that you will succeed in the position.
- Don't just tell the reader you have a specific skill, highlight your successes and measurable results.
- Emphasize your unique qualifications that will benefit the company.
- Consider using bullets or building a table to pair your qualifications with the needs of the position.

Job Qualifications and Responsibilities	My strengths and experiences
<ul style="list-style-type: none"> • Support the mission of Sterling College 	<ul style="list-style-type: none"> Parent of 2 graduates, frequent visitor on campus, volunteer on Parents' Council
<ul style="list-style-type: none"> • Exceptional interpersonal, verbal and written communication skills • Exceptional presentation skills • Provide assistance through workshops, course instruction 	<ul style="list-style-type: none"> Confident communicator, accomplished presenter, highly-rated teacher/trainer, published author
<ul style="list-style-type: none"> • Understanding of career development, job search strategies, ... employer relations • Experience and competence working with persons from diverse backgrounds 	<ul style="list-style-type: none"> Actively engaged in the career development of over 100 employees, including many interns, documenting career goals, performance, and development needs
<ul style="list-style-type: none"> • Strong administrative skills, including vision casting, ... people management • Experience in the corporate world • Comfortable with business community 	<ul style="list-style-type: none"> More than 20 years as a successful leader and project manager; company representative to customers, suppliers, regulatory agencies, universities, and job fairs
<ul style="list-style-type: none"> • Administer and interpret various assessments 	<ul style="list-style-type: none"> Used MBTI results to improve teamwork and communication; Led training sessions built around the DISC assessment; consulted in the application of insights gained

3. Brief Summary of Interest, Offer Thanks, & Call for Action.

- Thank the reader for considering your qualifications.
- Express your strong interest in the position and your desire to discuss your application further in an interview.
- Offer a brief summary of your key points.
- Ask for an interview.
- As appropriate, tell them when you are available for an interview or say when you will call them.

Example: "Thank you for reviewing my application. I would very much like to meet with you to discuss my educations, sills, experience, and qualification for the position of [position title]. I will contact you next week to follow-up on any questions you may have. In the meantime, you can reach me at [email address] or [phone number]. I look forward to speaking with you soon."