

# COVER LETTER CREATION WORKSHEET

A COVER LETTER IS INDEED A LETTER AND NEEDS TO BE FORMATTED LIKE A LETTER!

## Personal Information

- Name: \_\_\_\_\_
- Appropriate Email: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

## Hiring Information for Hiring Chair/Hiring Company

- Current School/School you Graduated From
  - Hiring person's name (if known): \_\_\_\_\_
  - Title of Hiring Person: \_\_\_\_\_
  - Organization/Company: \_\_\_\_\_
  - Address: \_\_\_\_\_

## Body of Your Cover Letter

Address:

- Start the letter by saying "Dear (Person's name)."
- If you are unsure of the person's name use "Dear Hiring Professionals"

Introduction Paragraph:

- Explain who you are and why you are writing:

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- Explain how you learned of this position and why you are interested in this position:

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- For this section, it is important to give a short and concise overview of why your goals and values will be great for this organization/company and how you will help them grow:

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## The Argument Paragraph:

**\*\*This is where you let the reader know why you are a good fit for the company and position.  
Be as specific as possible\*\***

- Include how your experience/education matches the requirements for the position:

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- Give examples of relevant and specific qualifications, accomplishments, and skills that directly relate to the position:

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- How will you help the company/organization:

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Closing Paragraph:

**\*\*This is where you will restate your main points and what you will do after they have received your cover letter and resume\*\***

- Restate how your skills match the job requirements and how you will help the organization/business:

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- Encourage future contact, example: "I look forward to meeting with you to further discuss the position.":

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- Thank the employer for taking the time to read over your cover letter and resume:

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Ending:

Sincerely,

*Hand written signature*

Your name (typed)

