COVER LETTER WORKSHEET

FIRST PARAGRAPH

- Spark the employer's interest
- Tell why you're writing—what position you're targeting
- Provide information about the benefits the employer will gain from hiring you

SECOND PARAGRAPH

- Provide more detail about your professional/academic qualifications
- Detail how you can contribute the benefits you mentioned in first paragraph
- Stress accomplishments and achievements (not job duties/responsibilities)
- Tailor to employer needs (from ad or job description)

THIRD PARAGRAPH

- Demonstrate your knowledge of employer (based on your research)
- Relate yourself to the organization and how you can meet employer's needs

FOURTH PARAGRAPH

- Be proactive—request action
- Ask for interview or meeting
- Express confidence that you are a perfect fit for the job
- Tell how you will follow up