

Cover Letter Worksheet

Your Address

Contact Person's Address

Name/Title_____

Company_____

Street_____

City, St, Zip_____

Dear _____,

Paragraph One (Prepare a sentence on the following topics)

1. Why are you writing this letter? What's your objective in contacting this person?
2. Mention any source(s) you received information from regarding this organization or opportunity.
3. Present how a position within this organization would greatly enhance your career path and that your resume is enclosed for review and consideration.

Paragraph Two (Prepare a sentence on the following topics)

1. State your current educational status and that you feel it has prepared you for this opportunity.
2. Cite any practical experience you may have obtained outside the classroom, on or off campus.

3. Mention how all your past work experience has allowed you to develop certain marketable skills. Describe them.

4. Summarize your personal attributes and illustrate how they would allow you to contribute to this organization and/or optimally perform in the workplace.

Paragraph Three (Prepare a sentence on the following topics)

1. Mention the enclosed resume provided.

2. State that you will follow-up with the employer within two weeks to see if additional information is needed.

3. Provide a phone number that you can be reached at if the employer wants to reach you first.

4. Thank the employer for their time.