

# COVER LETTER WORKSHEET

(Use this worksheet to brainstorm ideas in the gathering of appropriate, relevant information to construct your cover letter and in conjunction with the Cover Letter Guide and Check-Off List)

## RESEARCH THE EMPLOYER

*(Get to know the employer's organization in order to show how your skills, abilities and values match. Check the company's website and social media for information about their mission statement, goals, and employees. In your cover letter, use these themes and keywords to show how you are a good fit with the employer.)*

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## REVIEW THE JOB DESCRIPTION

*(Look for the job duties and qualifications and design your cover letter to match these as much as you can. If the job listing is short or vague, look at comparable job postings online or draw from your own experience of similar positions to infer what skills and abilities might be required.)*

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## ANALYZE YOUR BACKGROUND

*(Consider your background in relation to the job responsibilities and qualifications. Ask yourself, "What have I done that is similar to the duties of this job?" Think about courses taken, classroom projects, past work experience, summer jobs, internships, volunteer and community service experience, extracurricular involvement (on-and off-campus) and travel.)*

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