

Cover Letter Worksheet

Your Name
Your Address

Date

Addressee (Name of recipient)
Title
Company Name
Company Address
City, State, Zip

Greeting

Dear _____, (try to get a name)

Opening Paragraph:

Enthusiastic expression of why you are writing, how you found out about the opening (if you are responding to an ad), and a very brief statement about why you are qualified.

Middle Paragraph:

1. Why Them?

- a. Macro level: (why that field, i.e., health care, education, etc.)
- b. Micro level: (why them in particular; why that company, school district, etc.)

2. Why you?

I would make an immediate contribution to (name of company) through my _____, _____, and _____. List skills or experiences that are directly relevant to the internship/grad school/job you're applying for.

Final Paragraph:

Reinforce your strong interest in the position and why you would bring value added to the employer, share your cell #, and thank them for their consideration of your application.

Sincerely,

Full Name

Full Name