

Cover Letter Worksheet

An effective cover letter will improve your chances for an interview and ultimately a job offer. Take some time to think about yourself – what makes you special, what you’ve accomplished, what abilities you most enjoy using, etc. Address your strongest attributes and don’t attempt to include everything about yourself. Thinking through the following questions will help you write a letter that connects your qualifications with an employer’s needs.

Consider your USP (Unique Selling Proposition – an advertising term used to market a product)

What are your unique qualities and strengths? _____

What is it about this employer that attracts you? _____

How would you utilize your talents with this organization? _____

Think about your Job, Volunteer and Internship Experiences

What skills and abilities have you used to accomplish your work? _____

What accomplishments did you achieve? What are you most proud of? _____

Identify examples where you exhibited qualities employers are looking for:

Communication skills _____

Strong work ethic _____

Teamwork _____

Initiative _____

Interpersonal skills _____

Problem-solving _____

Analytical skills _____

Flexibility/adaptability _____

Computer skills _____

Review your Coursework and Identify what you have Learned

What class assignments and group projects have resembled “real world” experiences? _____

Identify the knowledge, skills, and leadership qualities you have acquired through your coursework _____

Think about your Campus and Community Involvement

What organizations have you been involved with? What leadership positions have you held? _____

What skills have you strengthened or developed? _____