

Plan Your Cover Letter

This handout will help guide your through the cover letter writing process. You should have the job description for which you are applying near you so that you can refer to it.

**Opening paragraph** – **Answer the following questions**

* What position are you applying to?
* Why do you want to apply for this position / this company?
* What skills, experience, perspectives, etc do you bring to this position?

Think: “Why does the company need me?”, not “Why do I need the company?”

**Body paragraph(s) – Use the chart to help you plan**

What are the 2-3 most essentials tasks required to perform this position? Use the job description to guide you.

What previous experience do you have that demonstrates that you can use these skills well?

What are skills that you will need to perform each task? Try to consider both technical skills and soft skills.

|  |  |  |
| --- | --- | --- |
| 1.  | 1.2.3. |  |
| 2.  | 1.2.3. |  |
| 3. | 1.2.3. |  |

**Final Paragraph – make sure you include the following:**

* Thank them for their time/consideration.
* A brief summary of your skills / a final reason why you would be a good fit.
* Suggestion for next steps – Ex: I am able to do an interview in-person or virtually.

Don’t forget to add a closing (Sincerely, / Best, etc) followed by your contact info.