

Cover Letter Writing Worksheet

Bullet Point-Style Body Section

Use this worksheet to draft your cover letter by filling in each section with your information. Keep your letter concise, professional, and tailored to the specific job you're applying for.

Introduction (1 paragraph)

- **State the job you're applying for and how you found it**

Example: I am excited to apply for the [Job Title] position at [Company Name], which I discovered through [Job Board/Company Website/Referral].

- **A brief 'hook' on why you're excited about the opportunity**

Example: As a [Your Major/Recent Graduate] passionate about [Industry/Field], I am eager to contribute my skills to [Company Name].

- **Connect yourself to the company's mission**

Example: I admire [Company Name]'s commitment to [Specific Mission/Value], and I believe my experience in [Relevant Experience] aligns well with your goals.

Body: Bullet-Point Format (3-4 Bullet Points)

The body of a cover letter is where you provide evidence of why you are a strong candidate. It can be formatted as a paragraph or bullet points; this worksheet focuses on the **bullet-point format**.

Purpose: This format highlights one key skill and shows how you have applied it across multiple experiences. It is designed for easy scanning by recruiters and emphasizes measurable results and key accomplishments.

- **Start with a sentence that introduces one key skill and explains how it relates to the role before you list them in bullet points**

Example #1: Below are examples of how I have applied my [relevant skill] across [field of experience(s)], demonstrating how this skill can contribute to success in this role:"

Example #2: Across multiple experiences, such as [Experience 1] and [Experience 2], I have developed my [relevant skill] by applying it in different settings. These examples show how this skill can help me succeed in the [role or position]:

- **Identify a skill that is relevant to the position** (e.g., marketing strategy, data analysis, project management, teaching, social media management).
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- **List 3–4 experiences where you used that skill** (e.g., internships, jobs, volunteer work, group projects, coursework).

- **For each experience, provide a clear example of what you did and include any measurable results. Highlight the key tasks or accomplishments that demonstrate your skill; these will become your bullet points.**

Example: Designed and executed a social media campaign for The Eagles Student Organization, increasing engagement by 35% and boosting event attendance by 20%

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Closing (1 paragraph)

- **Reiterate your enthusiasm and fit**

Example: I am excited about the opportunity to bring my [Relevant Skills] to [Company Name] and contribute to [Specific Team/Project].

- **Express interest in an interview**

Example: I would love the opportunity to further discuss how my skills align with the role. Please feel free to contact me at your earliest convenience.

- **Thank them for their time**

Example: Thank you for your time and consideration. I look forward to hearing from you soon.

Final Tip: Before submitting, review your cover letter for clarity, grammar, and how well it aligns with the job description. Keep it to **one page** and tailor it for each application.