

Cover Letter Writing Worksheet

Paragraph-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: Paragraph Format (1-2 paragraphs)

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 **paragraph format**.

Purpose: This format highlights **one key experience** while **showcasing multiple skills applied** during it. It tells a story by providing context for your tasks, actions, and results, clearly demonstrating how your skills and experiences align with the position.

- **Choose one key experience relevant to the job description (internship, job, project, leadership role, or research).**

- **List 3–4 skills you developed or applied in this experience. Make sure the skills match the job description whenever possible.**
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- **Use one or two specific examples from your experience to show your skills in action**

Example #1: In my role as [Position] at [Company/Organization], I [describe an accomplishment that demonstrates relevant skills].



Career Development

Example #2: As part of my coursework in [Course Name], I completed a project on [Project Topic] that required me to [Relevant Skill].

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!