**COVER LETTER WORKSHEET**

**Preparation**

1. Based on the job announcement key words and what you know about the job, what is the company looking for in a candidate? (What are they buying? What problem are they trying to solve? What experience, results, skills, approach, and abilities do they need?)

* One Mid-level Electrical engineer for its supervision work
* 6-10 years experienced Electrical engineer
* experience of at least one large scale govt. or private Plant/ Factory commissioning project
* Able to lead the supervision team

2. To whom are you sending the letter?

Name:

Title: Human Resources Manager

Company, Address: Gerico Bangladesh Agro Industrial Ltd.

Address : Sornali Group, B.S.S. Bhaban 1st Floor 4 Dilkusha C/

**Opening Paragraph**

1. What is the exact title of the job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ looking for One Mid-level Electrical engineer for supervision work.

2. How did you discover the job was available? (e.g., job board, internet, placement center, professional

meeting, referral, person in hiring firm, career fair, recruiter, etc.) \_\_\_\_\_\_\_\_\_\_\_\_internet.

3. Why are you interested in this particular job and company? (e.g., type of work, location, reputation,

opportunities, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ type of work

**Middle Paragraph**

1. What do you have that matches those needs? (Experience, education, results, skills, approach, abilities)

* \_\_\_\_\_\_\_\_\_\_\_education\_\_\_\_
* \_\_results\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_skills\_\_\_\_\_\_\_

2. Determine the two or three areas that are the highest priority to the company.

* \_\_\_\_\_\_\_\_Dhaka\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_Narayangong\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing Paragraph**

1. What is the person expecting you to send? (e.g., resume, letter of interest, salary requirements, references, examples of your work) \_\_\_\_\_\_\_letter of interest\_\_\_\_\_\_\_\_\_\_\_

2. What do you want to happen after you send the resume? (An interview, a phone call, an email, etc.) \_\_\_\_\_\_\_\_\_\_an email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information**

What is your phone and email? \_\_\_\_\_\_\_\_\_\_\_\_\_\_