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| **Steps to Writing a Cover Letter** | **Step Description** | **Questions to Ask** |
| **1. Organize & Research** | Identify the job to which you are applying, determine who you are writing the letter to, why you are applying for the job, and which skills and experiences you would like to highlight | * What job am I applying for? * Why am I applying for the job? * Which past skills and experiences make me qualified? * To whom do I address the cover letter? * What makes the company/employer unique and why do I want to work there? |
| **2. Draft Your Letter** | Draft a formal letter tailored for the open position following a 3 paragraph guide to increase your chances for hire | * Did I follow the 3 paragraph guidance suggested? |
| **3. Finalize & Send** | Proofread your letter, ask a colleague or friend for feedback, follow instructions to submit | * Have I asked a trusted friend or colleague for feedback? * Have I re-read the letter and fixed any mistakes? * Do I know how to submit the later (via email address, hiring database, etc.)? |

**Three Paragraphs Each Cover Letter Needs**

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| **Three Paragraphs of a Cover Letter** | **Necessary Information in the Paragraph** |
| Paragraph One- Introduction (~3 sentences) | * Names the position to which the person is applying * Summarizes own experience relevant to the position * Communicates strong interest in the position * Mentions a personal connection (if applicable) |
| Paragraph Two- Elaborate on Skills | * Shows an understanding of the company/organization * Elaborates on key experiences from the resume * Shares successes achieved in past jobs or school |
| Paragraph Three- Reiterate & Invite to Connect | * Reiterates interest in the position * Restates aligned skills and experiences briefly * Suggests next steps in the application process * Include a fun fact about you--hobbies/pastimes, etc. (optional) * Thanks the reader |