

|  |  |
| --- | --- |
| **Your Name** |  |
| **Title of the role you are applying to** |  |
| **Company name/Employer** |  |

|  |  |
| --- | --- |
| **Steps to Writing a Cover Letter** | **What do I need to do in this step?** *Add specifics tailored to the job using the description in the box on the left as a reminder* |
| **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* |  |
| **Questions for Step 1:** | |
| Why am I applying for this job? | |
| Which past skills and experiences make me qualified? | |
| What makes the company/employer unique and why do I want to work there? | |
| To whom do I address the cover letter and where am I sending it? | |

|  |  |
| --- | --- |
| **Process for Outlining Step 2:**  *Draft a formal letter tailored for the open position following a 3 paragraph guide to increase your chances for hire* | **Notes for Each Paragraph** |
| **Paragraph One**   * 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**   * Shows an understanding of the company/org * Elaborates on key experiences from the resume * Shares successes achieved in past jobs or school |  |
| **Paragraph Three**   * 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 |  |

|  |  |
| --- | --- |
| **Steps to Writing a Cover Letter** | **What do I need to do in this step?** *Add specifics tailored to the job* |
| **3. Finalize & Send**  *Proofread your letter, ask a colleague or friend for feedback, follow instructions to submit* |  |
| **Questions for Step 3:** | |
| Who will I ask to give feedback and by when do they need to provide the feedback? | |
| How do I need to submit the letter and do I need any support in doing so? | |

**Other notes:**