Ashesi Writing Center Planning your Cover Letter

Cover letters, like all writings, call for planning before composition. At the planning or prewriting stage, you must first identify content for your cover letter. Possible sources include, but are not limited to, the organization's website, the job ad and your CV.

Use the table below to identify key information about the organization, the position and your qualifications/experience.

What do you know about the organisation's history, mission, vision, values and products?	From the job ad, what qualities, qualifications, experiences and expertise are required for this position. Which of these is mandatory? Which of these is optional?	Which of your skills, experiences, expertise and qualities align with the requirements for this job?