

Cover Letter Worksheet

Preparation

1. What is the company looking for in a candidate?
 - Expertise in Computer Science and software development principles
 - Experience in back-end web development and software development
 - Proficiency in programming (Python, Java, JavaScript) and object-oriented programming (OOP)
 - Strong problem-solving and analytical skills
 - Ability to work independently and remotely
 - Experience with version control systems (Git)
2. To whom are you sending the letter?
 - Name: Ms. Hiring Manager
 - Title: Hiring Manager
 - Company, Address: Uttara Smirity Cable Tv Ltd, Dhaka, Bangladesh

Opening Paragraph

1. Job Title: Junior Software Engineer
2. How did you find the job? LinkedIn
3. Why are you interested in this job and company?
 - The company values technological innovation and software development excellence.
 - It has a strong reputation for delivering high-quality digital solutions.
 - The role aligns with my technical skills and interests in software engineering.

Middle Paragraph

1. What do you have that matches those needs?
 - Education: Bachelor's in Computer Science and Engineering (CSE) (8th semester)
 - Skills: Back-end web development, object-oriented programming, database management, and software design
 - Technical Experience: Proficiency in Python, Java, JavaScript, and Git for version control
 - Soft Skills: Strong problem-solving skills, teamwork, adaptability, and collaboration
2. Top 3-5 priorities for the company:
 1. Back-end web development expertise
 2. Proficiency in object-oriented programming (OOP)

3. Ability to work remotely and independently
4. Strong problem-solving and analytical skills
5. Experience with version control (Git)

3. Key statements with job description keywords:

- Developed and maintained back-end web applications, ensuring high performance and scalability.
- Designed and implemented software solutions using object-oriented programming principles.
- Collaborated with cross-functional teams to optimize code and enhance system performance.
- Utilized Git for version control, ensuring smooth workflow and code collaboration.

Closing Paragraph

1. What do you want to happen after sending the resume?

- A follow-up email or interview opportunity to discuss my qualifications further.

2. What is the person expecting you to send?

- Resume and cover letter

3. Next steps after sending the resume?

- Follow up via email if no response is received within a week.

Contact Information

- Name: S. M. Rasel
- Phone: [Your Phone Number]
- Email: [Your Email]