COVER LETTER WORKSHEET

Use this worksheet to gather the necessary information to create a cover letter. Once you have answered the questions, put the information in letter format.

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?

   Uttara Smirity Cable Tv Ltd is looking for a Software Engineer who can contribute to their back-end web development and software solutions. Based on the job announcement and key requirements, here's what they are "buying" and the problems they are trying to solve:

1. Technical Skills & Experience
- Proficiency in Back-End Web Development – The candidate must be skilled in developing and maintaining web applications.
- Version Control (Git) – Experience with Git for collaboration and efficient version control is a plus.
2. Problem-Solving & Analytical Skills
- The company needs someone who can debug, optimize, and write clean and maintainable code.
- Ability to analyze software performance and solve technical challenges effectively.
3. Collaboration & Communication
- Work collaboratively with other developers in a remote team environment.
4. Independence & Remote Work Capability

2. To whom are you sending the letter?

   Name: Mr. Hiring Manager

   Title: Mr. Hiring Manager

   Company, Address: Uttara Smirity Cable Tv Ltd, Dhaka, Bangladesh

Opening Paragraph

1. What is the exact title of the   junior Software Engineer.

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.)   LinkedIn

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

   - 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? (Experience, education, results, skills, approach, ability

   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. Determine the three to five areas that are the highest priority to the company.

    1. Object-Oriented Programming (OOP) and Back-End Web Development

    2. Remote Work & Independence

    3. Version Control (Git) & Team Collaboration

    4.

    5.

4. Create a few short statements that include key words from job description. Use power verbs. Show impact and scope.

- Developed back-end web applications using OOP principles, improving system performance.
- Designed software solutions that enhanced operational efficiency.
- Collaborated in code reviews, ensuring high-quality, maintainable code.
- Solved critical software issues, reducing downtime.
- Used Git for version control, streamlining development workflows.
- Delivered projects on time with clean, efficient code.

Closing Paragraph

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

    I would like to be contacted for an interview to further discuss my qualifications and how I can contribute to the company.

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

    The person is expecting my resume, and possibly other supporting documents such as a letter of interest or references if requested.

3. What next steps will you take after sending your resume? (e.g., a call, email, a visit)

After sending my resume, I plan to follow up via email within a week to confirm receipt and reiterate my interest in the position.

Contact Information

1. What is your phone and email?

Name: S. M. Rasel
Phone: 01734440684
Email: raselsarker597@gmail.com