COVER LETTER WORKSHEET
Prepare for writing a cover letter by gathering the information on this form.

HIRING MANAGER INFORMATION

Hiring Manager Name __________________________
Company Name __________________________
Company Address __________________________
Company Phone __________________________

OPENING PARAGRAPH

Target Job Title __________________________
Years Of Relevant Experience ____________
Key Skills Or Strengths:
1. __________________________
2. __________________________
3. __________________________

MIDDLE PARAGRAPHS

Most Recent Or Relevant Position(s) __________________________
Key Responsibilities Of Target Position:
1. __________________________
2. __________________________

Your Skills & Experience Using Keywords Found In The Job Description:
1. __________________________
2. __________________________
3. __________________________
Specific Example Of A Time You Used A Required Skill

Context/Challenge: ________________________________________________________________

Actions: ________________________________________________________________

Result: ________________________________________________________________

Specific Example Of A Time You Completed A Required Task

Context/Challenge: ________________________________________________________________

Actions: ________________________________________________________________

Result: ________________________________________________________________

Praise/Award/Promotion You Have Received: _______________________

CLOSING PARAGRAPH

Something That Attracts You To This Specific Position Or Company: _____

Reminder Of Key Skill Or Experience: _______________________

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