

# Cover Letter Worksheet

An effective cover letter will improve your chances for an interview and ultimately a job offer. Take some time to think about yourself – what makes you special, what you’ve accomplished, what abilities you most enjoy using, etc. Address your strongest attributes and don’t attempt to include everything about yourself. Thinking through the following questions will help you write a letter that connects your qualifications with an employer’s needs.

## Consider your USP (Unique Selling Proposition – an advertising term used to market a product)

What are your unique qualities and strengths? \_\_\_\_\_

What is it about this employer that attracts you? \_\_\_\_\_

How would you utilize your talents with this organization? \_\_\_\_\_

## Think about your Job and Internship Experiences

What skills and abilities have you used to accomplish your work? \_\_\_\_\_

What accomplishments did you achieve? What are you most proud of? \_\_\_\_\_

Identify examples where you exhibited qualities employers are looking for:

Communication skills \_\_\_\_\_

Strong work ethic \_\_\_\_\_

Teamwork \_\_\_\_\_

Initiative \_\_\_\_\_

Interpersonal skills \_\_\_\_\_

Problem-solving \_\_\_\_\_

Analytical skills \_\_\_\_\_

Flexibility/adaptability \_\_\_\_\_

Computer skills \_\_\_\_\_

## Review your Coursework and Identify what you have Learned

What class assignments and group projects have resembled “real world” experiences? \_\_\_\_\_

Identify the knowledge, skills, and leadership qualities you have acquired through your coursework \_\_\_\_\_

## Think about your Community Involvement

What organizations have you been involved with? What leadership positions have you held? \_\_\_\_\_

What skills have you strengthened or developed? \_\_\_\_\_