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Cover Letter Worksheet

Know The Company

1. Do some research on the business you are applying to. What are they looking for in an applicant? What is their mission statement or purpose as an institution? Do they need any specific skills, experiences, or abilities that they need to accomplish their goals?

2. To whom are you sending the letter?

Name: _____

Title: _____

Company Address: _____

Opening Paragraph

1. Job Title: _____

2. Why are you writing? _____

3. How did you find this job? (Ex: job listing, referral, recruiter, career fair)

4. Why is this job appealing to you? (Ex: location, type of work, challenge, reputation)



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Paragraph 2

1. What work have you done or what experience do you have that makes you qualified for this position given their company's needs? (Why should they consider you?) Highlight the most important aspects of your application.

2. List 5 of the company's main priorities and then explain how your expertise matches with those priorities.

- 1.
- 2.
- 3.
- 4.
- 5.



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Paragraph 3

1. Where do you see yourself excelling or accomplishing their goals in this position? What is special about you that will bridge your skills/ experience (highlight these) and their goals together?

2. Why do you want to work for this company in this position?

Paragraph 4

Use this paragraph to briefly summarize the key aspects of your letter that you want your potential employer to remember and express interest in an opportunity to interview. Thank the reader for their time and explain you will follow up by email.

Sign: Sincerely, _____