

Handout 4: Cover Letter Worksheet

Your Name (use the header from your resume)

Your Address, City, AB
(780) 555-0000 e-mail@address.com

Date: _____

Company Name: _____

Address: _____

City, AB Postal Code: _____

Attention: Hiring Manager: _____ (it's better if you know the name of the Manager)

RE: _____ (Position Title)

Dear _____, (skip this salutation if you do not know the name of the Manager)

Paragraph 1: What is the position and where did you hear about it? If you spoke to someone in the company, put their name in this paragraph.

Paragraph 2: What are the requirements of the position that correspond to your skills? E.g. top 3 skills?

Paragraph 3: What are the extra assets you bring to this position that few other candidates would have? What education or training do you bring to the position?

Paragraph 4: Close the letter and ask for a meeting or interview. Repeat the phone number and e-mail address at which you can be reached.

Sincerely,

Your name