

COVER LETTER WORKSHEET



1. What position are you applying for? _____
2. Employer (Organization) name _____
3. How did you learn about the position? (HireNKU, Employer’s website, Monster.com, professor, etc.)

4. Develop a list of desired skills for the position (see job description).
The employer may list more or less than 8 skills. Use another sheet of paper if needed. If they do not list specific skills, look up the position on www.onetonline.org to learn about skills needed for the position.

1.	5.
2.	6.
3.	7.
4.	8.

5. Review the above list, circle each of the skills in which you excel. Next, write these skills in column one below.
6. For each of the skills in column one, identify one or more specific ways you have demonstrated your ability at these skills. See example below.

Column One: Skill	Way you have demonstrated this skill
EX: Goal Setting Skills	As the Academic Chair for my sorority, I held members accountable for their grades. I met with students to make action plans. Helped a student create an action plan to bring her grades up and she received a 3.5 GPA.

7. Look at the chart above and highlight the skills and examples that are most applicable to the position and/or is the strongest demonstration of the value you bring to the employer. Consider why each is important to the organization.
8. Use the next page and the above to create your awesome cover letter!
9. Bring your completed letter to Career Services (University Center 225) to be reviewed during walk-in hours.

The bold, italic text on this page should serve as an example of how one person chose to create his/her letter.

Your Street Address

Your City, State, Zip

Date

Mr./Ms./Mrs./Dr. First & Last Name of the person you are writing

His/her Professional Title

Organization Name

Organization Street Address

Organization City, State, Zip

Dear Mr./Ms./Mrs./Dr. Last Name:

Paragraph 1: Opening sentence should explain to the reader why you are writing, the title of job you are seeking, the organization, and where you learned about the position. The next sentence(s) should give the reader reason to keep reading: a brief overview of your background, why you're a fit for the position, or a list of the skills you bring to the job. ***I am excited to submit my credentials for the open Academic Advisor position at XYZ College that I learned about on your website. I am enthusiastic about this position because it allows me to combine my educational background with my passion for helping others achieve academic success.***

Paragraph 2 and/or 3: This paragraph is focused on the skills you bring to the position. Reference the skills you selected above as your strongest and write about how you gained them and the example of using them. Make sure you relate these skills to the position you are applying for. You can include 1 or 2 paragraphs of this type depending on the spaces need to convey your fit for the opening.

In my current role as Academic Chair for my sorority, I work to ensure that each member is striving to reach her full academic potential. This role has helped me hone my communication and goal setting skills, both critical to the Academic Advising position. On one occasion, I worked with a member who was struggling in each of her classes and was concerned about being on academic probation. I helped this student identify her motivation for achieving her college degree and helped her see how success in these classes was a vital part of this dream. By helping her clarify her goals, her desire to succeed was renewed. I then helped her create an action plan to bring up her grades and offered to help hold her accountable to this plan. She earned a 3.5 GPA at the end of the semester. As an Academic Advisor, I would commit to helping my students not only understand class requirements for their areas of study, but would also work to ensure they are prepared to achieve at their highest levels.

Paragraph 3: This paragraph closes the letter. Thank the reader for his/her time, let him/her know you are interested in an interview, and provide contact information.

I look forward to further discussing the Academic Advising position at XYZ with you. Should you need additional information or wish to set up a time for an interview, please contact me by phone (123) 456-7890 or by e-mail at myname@nku.edu. Thank you for your time and consideration.

Sincerely,

You sign the letter here

Type your name here