

Cover Letter Worksheet

Paragraph One

Write down the position/occupation you are applying to **and** how you found out about it.

Middle Paragraph(s)

List the skills and abilities required to be successful in the job listed

Last Paragraph

Answer two: Where do you see yourself in five years? What are your professional career goals and ambitions? What is your motivating factor? Why is this type of position important to you?

Circle the above areas you excel at or feel you hold the most experience. Write about the circled areas in your middle paragraph(s).

If you have a few circled, think about ways to build your experience (internships, relevant part-time jobs, clubs, etc.).