



5 Cover Letter Writing Tips Worksheet

Britt's Quick Resumes!

1. INCLUDE SKILLS FROM THE JOB POSTING:

- What are the top 10 desired skills listed in the job posting?

- Of those 10 skills, which ones do I possess?

2. QUALITY OVER QUANTITY:

- Focus on the skills you possess listed under Question 1. Try to exclude content irrelevant to those skills. Write a sentence explaining why you are qualified for the position using one or two of those skills and relevant work history experience:

- Now, form a paragraph using the same method, mentioning each qualifying skill along the way.

3. DON'T REPEAT RESUME CONTENT:

- Undoubtedly, you do want to include some of the skills from the job posting on your resume - just not all of them. Save the most crucial for your cover letter content.
- List the top 5-7 qualifications you want to use exclusively for your cover letter: _____

4. FOCUS ON WHAT YOU HAVE TO OFFER:

- Brainstorm about qualifications you possess that aren't listed in the job posting that ARE relevant to performing well in the position. How can you benefit the employer? Make a list and choose the top 3 - 5 most relevant skills/abilities: _____

5. DO YOUR RESEARCH:

- Visit the employer's website. What is the mission statement/Statement of Purpose?: _____
- If you know someone who works for your employment prospect, use the opportunity to learn what it's like to work there and what the hiring manager/recruiting rep is like.
- Use this information when showcasing yourself in your cover letter and your potential interview.**

