

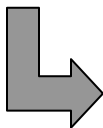
**Instructions:** Use this worksheet as a guide as you craft your cover letter. There are specific items you may want to address in your first and last paragraph, as outlined below. In the body of the letter, pick and choose among the various approaches here for ideas on content. There is no right or wrong way to use this worksheet – some people fill out an option on this worksheet before they write their letter while others use these tips and questions as a general guide to frame their remarks. If you want specific help with your letter after using this guide to create a draft, please make an appointment with a career advisor.




**First Paragraph: Why you are writing and your skill statement**

- Who you are and why are you writing? Where are you coming from? (GSE student, getting masters, etc)
- How did you learn of this position?
- Have you spoken with someone at the organization about this position?
- What key skills, knowledge or qualifications do you possess that the job requires?

**Body of Letter: Elaboration on the match between your skills, knowledge, and qualifications and the job requirements; link between your enthusiasm/passion and the job and organization.**

**Pick and choose among the options below:**

<b>Employer</b>	<b>Where do I match?</b>
<p><b>OPTION 1:</b> What are the employer’s top 2 or 3 needs?</p> <p>Skills:</p>   <p>Knowledge:</p>   <p>Experiences:</p>	<p>Which of my experiences illustrates these?</p> <p>Skills:</p>   <p>Knowledge:</p>   <p>Experiences:</p> <ul style="list-style-type: none"> <li>• From work [even from different industry; <i>transferable skills</i>]?</li> <li>• From school?</li> <li>• From volunteer work?</li> <li>• From activities?</li> <li>• From accomplishments/awards/certifications?</li> </ul>
<p style="text-align: center;"></p>	<p>SPECIFICALLY-Provide examples of how you illustrated the above using <b>STAR</b> approach:</p> <p>Situation I faced or Task I was charged with:</p>   <p>Actions I took:</p>   <p>Results I achieved:</p>

<p><b>OPTION 2:</b> What kind of person does job description describe? What are this person's key competencies/abilities?</p>	<p>What traits and characteristics do I exhibit that match?</p> <p style="text-align: center;"></p> <p>SPECIFICALLY-how have I illustrated this in previous roles and what was the positive result?</p>
<p><b>OPTION 3:</b> What is the employer's or school's mission statement, purpose or goals?</p>	<p>Do my passions, commitment, teaching philosophy or enthusiasm map to this?</p> <p>How have they guided my actions in previous work/volunteer/school etc. to achieve <b>definitive</b> positive outcomes?</p> <p style="text-align: center;"></p> <p>Or How will they guide my work for this organization and create meaningful impact on organization's work/student body, etc.?</p>
<p><b>OPTION 4:</b> What do I know about this organization and why do I like them?</p>	<p>How do I fit in with the organization culture and goals?</p> <p style="text-align: center;"></p> <p>Why are my skills, knowledge, qualifications and experiences relevant for their work?</p>

**Final Paragraph: Express interest and desire to meet and action statement**

- State that you'd like to meet with them to discuss your match with the organization.
- State that you'll contact them within several weeks to follow up.