



Cover Letter Worksheet

Date:

Name of Person or Human Resources

Company Name and Address (include City, State Zip):

Dear _____ (Person's Name):

The first paragraph should discuss what position you are applying for, how you heard about it, and why you are interested in this position. If you have a personal contact at the company, include their name with their permission; if not, review the company's website and include something unique about them in the paragraph – this may impress the employer and show them that your level of interest is high and that you have done your research:
