Cover Letter Worksheet



Name of Person or Human Resources Company Name and Address (include Ci	ty, State Zip):		
Dear	(Person's Name):		
The first paragraph should discuss what interested in this position. If you have a not, review the company's website and a small year and show that your lave.	personal contact at the national contact at the nation	company, include their about them in the par	name with their permission; if agraph – this may impress the
employer and snow them that your leve	of meerest is mgm and en	ac you have done your	researcn:
employer and show them that your leve	oj meeresens might and en		research:
			research:
Employer and snow them that your leve			research:
Employer and snow them that your leve			research:

The second paragraph explains how your experience, skills, and/or education fit the position. Be so resume here. Instead look at the job posting to find one of the job's qualifications, then state it in a describe how you meet it:	
The third paragraph wraps up the cover letter. Includes your plans for follow-up, and thank you for	r the consideration.
Sincerely (another alternative closing is Respectfully or Regards),	
Your first and last name:	
Your contact information: Address (include City, State Zip), email, and phone number:	SCHOOL COLLEGE
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