|  |
| --- |
| Quickie Cover Letter Worksheet |

Fill out the blanks below, revise them, edit them, and then transfer them into a **WORD** document.

For **examples** of what to write, visit [www.schmegley.weebly.com](http://www.schmegley.weebly.com) and download a longer cover letter worksheet.

Your cover letter may be 3-5 paragraphs, depending on your skills and experiences, **but it cannot be more than ONE PAGE.** You can reduce the font to squeeze in more text if needed, but not so that you need a magnifiying glass to read the text. **The cover letter is a chance to show off some of your communication skills** (no spelling or grammar errors).

|  |
| --- |
| **Personal Information** (return address and date) |

Start the letter off with personal info. DO NOT Include your name unless it is part of a letterhead (which you can create if you wish for a bit more pizazz, but is not necessary).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your street number and name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your city and province)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your postal code)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the date, no abbreviations)

|  |
| --- |
| **Employer name and address** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employer name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position in company.. often “Human Resources Director”)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (street # and name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city, province & postal code)

|  |
| --- |
| **Salutation** |

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mr. or Ms. – Ms. is for females). Try to find a real name of a person. If you can’t find a real name, use “Dear Human Resource Team”. DO NOT USE “To whom this may concern”.

|  |
| --- |
| **Opening paragraph** (No more than two lines) |

State the position, company, a quick thought about what you bring to the job and something you know of the company’s reputation or mission (go to the Internet). You might have to include a job number identified in the job posting.

|  |
| --- |
| **Paragraphs 2, 3 and 4** (Choose Topics for your paragraphs that highlight education, skills, values) |

You may write 2 or 3 paragraphs, depending on your skiills, education and experiences. Review that **job posting** from the company. What skills are they looking for? If you don’t have the skills for the job, look for another job. If you have the skills, explain how education, skills and your personal values can connect to the job you’re pursuing. Expand on why you think a particular skill from your résumé is so important. Try to weave some of your philospopy, ideals or attitude about the skills you’ve highlighted in your résumé. Show off your writing skills.

**Possible Paragraph**: *Education* (connect school and other education to the job objective, including future career goals)

**Possible Paragraph**: *Skills* (connect résumé skills to job objective, include importance of skill to you, company or world)

(go to the back of the page and draft another skill paragraph if you wish)

|  |
| --- |
| **Closing paragraph** (no more than 2 lines) |

State your interest in having an interview; include your contact information (phone/cell # and email) the employer needs to set up the interview. You may also state a “best” time when you may be reached.

|  |
| --- |
| **Closing information** |

Complimentary Closing, “Yours truly” or “Sincerely yours”

Your Signature in black [preferred] or blue ink

(sign your name below and don’t be too large or messy – **practice**! Be sure to keyboard your name under your signature.

|  |
| --- |
| **Cover Letter Full Block Format: What the finished Product should look like** |

**(2-6 spaces)**

XXXXXXXXXXXXXXX **(Return address**)

XXXXXXXXXXXXXXX

XXXXXXXXXXXXXXX **(Date)**

**(2 spaces)**

XXXXXXXXXXXXXXX **(Employer name, position and company address, including postal code)**

XXXXXXXXXXXXXXX

XXXXXXXXXXXXXXX

**(2 spaces)**

XXXXXXXXXXXXXXX: **(Salutation followed by a colon)**

**(1 space)**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**(1 space)**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**(1 space)**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**(1 space)**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**(1 space)**

XXXXXXXXXXXXXXX **(Complimentary Closing)**

Ed Schmegley **(sign in ink)**

**(4-6 spaces for your signature)**

XXXXXXXXXXXXXXX **(Your name)**

**(1 space)**

:XX **(Keyboarder’s initials, preceded by a colon)**

**(1 space)**

XXXXXXXXX **(Enclosure line… *looks like this*: Enc.: Résumé)**