

Cover Letter Worksheet

With all the emphasis on résumé writing, the cover letter is often overlooked. However, employers expect to see a cover letter with each résumé. While some employers admit to reading the résumé first, they will read a cover letter second if the résumé piqued interest. A cover letter reflects your ability to communicate, provides an opportunity to establish a unique connection with an employer, and convinces an employer to take the next step, an interview. This worksheet is to help organize the content of a cover letter. This is a general format. Actual content and layout will vary.

Candidate Contact Information (Note: This may appear as personal letterhead or at the top of your letter.)

Name:		
Local Address:		
Permanent Address:		
Local Phone:	Home Phone:	Cell Phone:
Email:		

Date:

Employer Contact Information

Title: (Mr., Ms., Dr.)	Name:		
Title or Position:			
Company/Organization Name:			
Street Address:	City:	State:	Zip:

Introductory Paragraph

Job title:
How I learned of the position/company/organization: (publication, web page, personal referral's name)
Request for candidacy:
Summary of what I can offer:

Middle Paragraphs: Making a Match

Job requirement or organization's need:
Statement of experience, abilities, or credentials using action, qualitative, and quantitative words:

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Closing Paragraph

Thank you:

State interest/candidacy:

Next steps: (Please call me, I'll call you within ## days, I'll be overseas until...)

Salutation:

Signature:

Name:

(Sample Cover Letter)

Elizabeth A. Student

123 East Main Street, Columbus, OH 43210

estudent@gmail.com

Cell: 614-555-7516

April 17, 20XX

Mr. Jack Bauman, Director of Personnel
Livonia Public Schools
15125 Farmington Road
Livonia, MI 48154

Dear Mr. Bauman:

I recently read of the Livonia Public Schools' decision to expand the foreign language program to the newly created grades 4-6 buildings. Please consider this letter and the attached resume as my application for a foreign language teaching position. As a licensed teacher of both French and Spanish, who has studied and lived abroad, I am able to provide the enthusiasm and experience needed to play a role in the start of this exciting new program. My goal is to help upper elementary students develop a broad view of the world; its people, societies, and cultures, through the study of a foreign language. My dream is that students will develop the passion to continue their relationship with the world beyond our borders.

As you look at my credentials, you will find that my experience offers flexibility for your staffing strategies. I am licensed to teach both French and Spanish and am able to easily transition between the two subjects, or teach both. With teaching experience in the middle school setting, and a license to teach at all grade levels, I am prepared to teach grades 4-6 as they prepare for grades 7-12.

One of the most valuable features I bring to the classroom is my experience living and studying abroad. With the voice of expertise, I can incorporate topics of international culture into the curriculum. My classes will not only learn to speak, read, and write a foreign language; they will also experience the sights, sounds, tastes, and character of the cultures attached to those languages.

Thank you for taking the time to review these documents. As I frequently visit family in the Livonia area, it is easy for me to make a trip to Michigan to meet with you. So, please feel free to contact me at the address or cell phone number posted above. It would be my pleasure to meet with you to discuss possible employment in the Livonia Public Schools.

Sincerely,

Elizabeth A. Student