

Name: _____ Date: _____

Steps to Creating a Cover Letter

Directions: Fill out the various parts of a cover letter with your information.

(Your address)

(Date)

(Address of audience)

(Salutation) Dear _____:

(Paragraph 1: If you are applying to a college or for a scholarship/award, state the name of that college/scholarship/award and briefly explain why you are the best choice. If you are applying for a job, state what position you are applying for and briefly note what makes you the best candidate. You should also state where you learned about the position.)

(Paragraph 2: Describe in more detail what you will bring to this college or why you are the best choice for the scholarship/award. If you are applying for a job, describe what you will bring to the position. Discuss your qualifications and how those relate to the audience's needs.)

(Paragraph 3: Describe your interest in what you are applying for. Show the reader that you know what they value, why it is important, and how you meet their criteria.)

(Paragraph 4: Tell the reader to contact you if they need additional information. Provide your phone number and/or email and the best time to reach you.)

Sincerely,

Your typed name

(Closing: Be sure to leave 2–3 line spaces between “Sincerely” and your typed name for your signature.)