

**Easy Cover Letter Assignment: Complete Worksheet as Part 1/Write Complete Cover Letter as Part 2**

**Questions to start Opening Paragraph:** Who you are and why you are interested. (2-3 sentences)

- Write a good sentence to introduce yourself.
- What's your dream company or organization to work for?
- Write a sentence about how you discovered or heard about the company.
- Write a sentence or two about why you would want to work for them.

**Getting Ready to write your Body Paragraphs:** Why you are qualified. (6-8 sentences; 2 middle paragraphs)

- Write three sentences that describe what you've learned in college (in classes, clubs, your major, etc...)
- Write a few sentences describing skills you've learned in jobs, internships, volunteer work, etc...
- Write a sentence or two that describe your character and your good qualities as a worker or employer. Avoid overused statements such as "hard worker" or "team player."

**Closing Paragraph:** Call for action. (2-3 sentences)

- Write a sentence in your style, still professional, that thanks them for their time.
- Write a sentence letting them know you are looking forward to hearing from them about an interview.