



## Cover Letter Worksheet

This worksheet is designed to help you generate content for a cover letter. It is part of a group of resources that work together: Aligning Yourself: Job Description, Aligning Yourself: Company Research, and Cover Letter. The biggest challenge when crafting a cover letter is finding your professional voice, while still sounding authentic. These resources should help you identify experiences, skills, and attributes of your professional self. Once you have a deeper understanding of what makes you a strong and relevant candidate, the cover letter will be easier to write.

### Part 1. Introduction

1. What job are you applying for?

2. Do you know anyone at the company? If so, who?

3. Did anyone recommend that you apply? If so, who?

4. Give your name, major, anticipated graduation date (if relevant), college (ArtCenter).

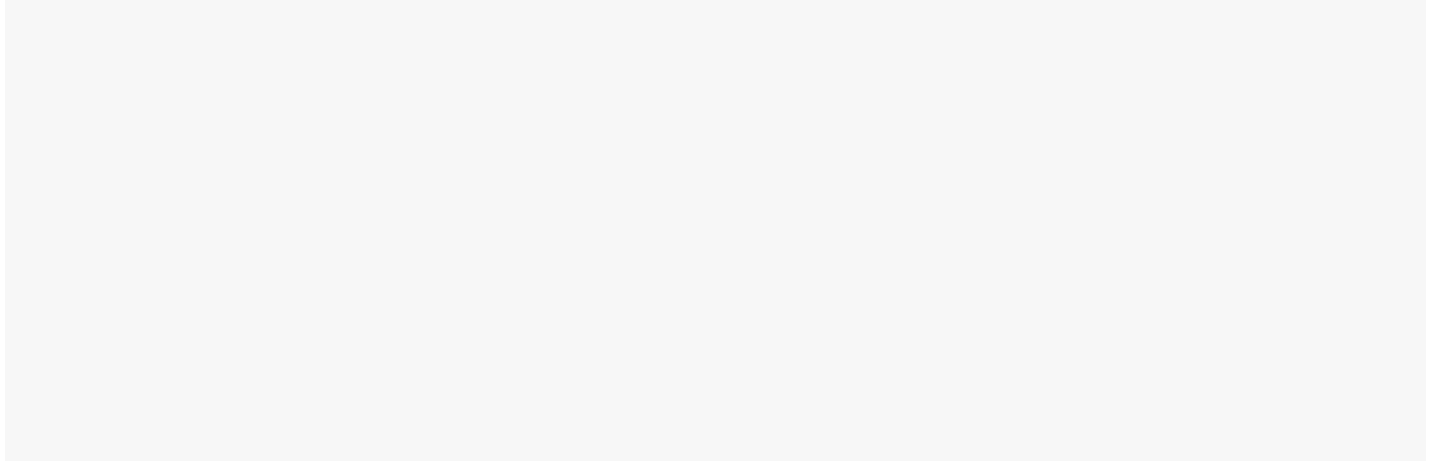
5. Give any other relevant degree or school you attended.

6. Where did you hear about this organization or position?

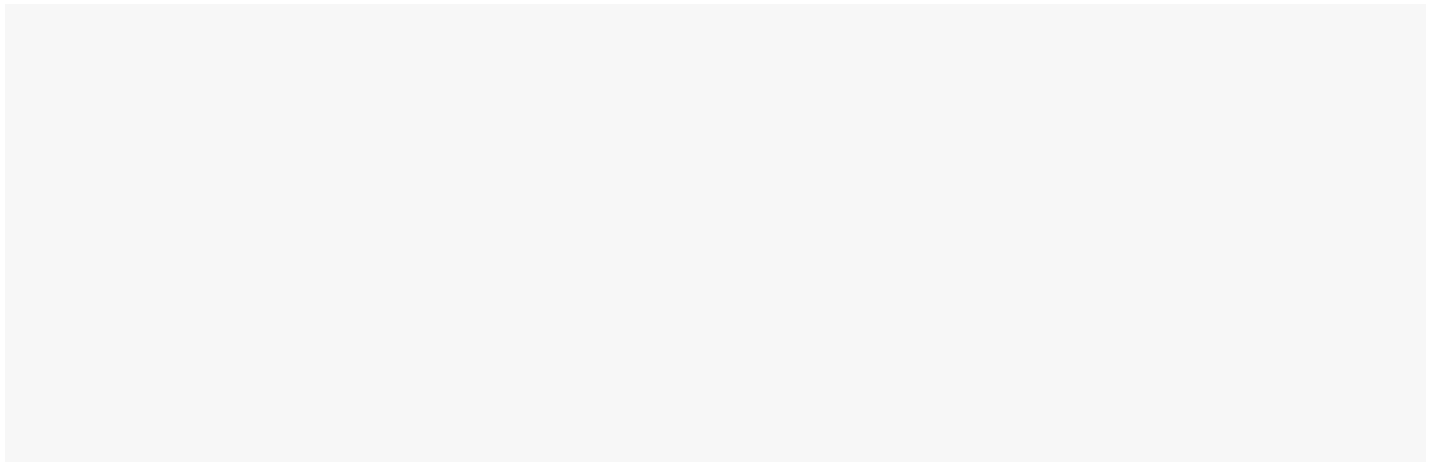
7. How would this position help you? What career or educational goals would it help you reach? What would it help you learn?

## Part 2. Why Them?

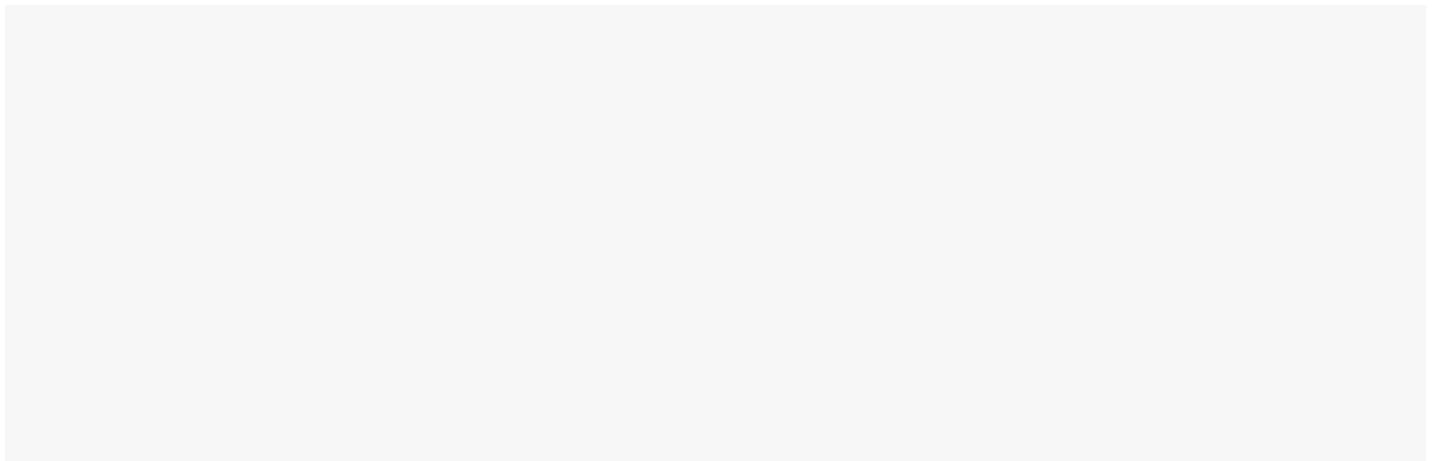
1. Using the research you've done, list parts of the company's mission statement that you like or identify with. Why?



2. List projects or products that you find interesting or inspiring. Why?

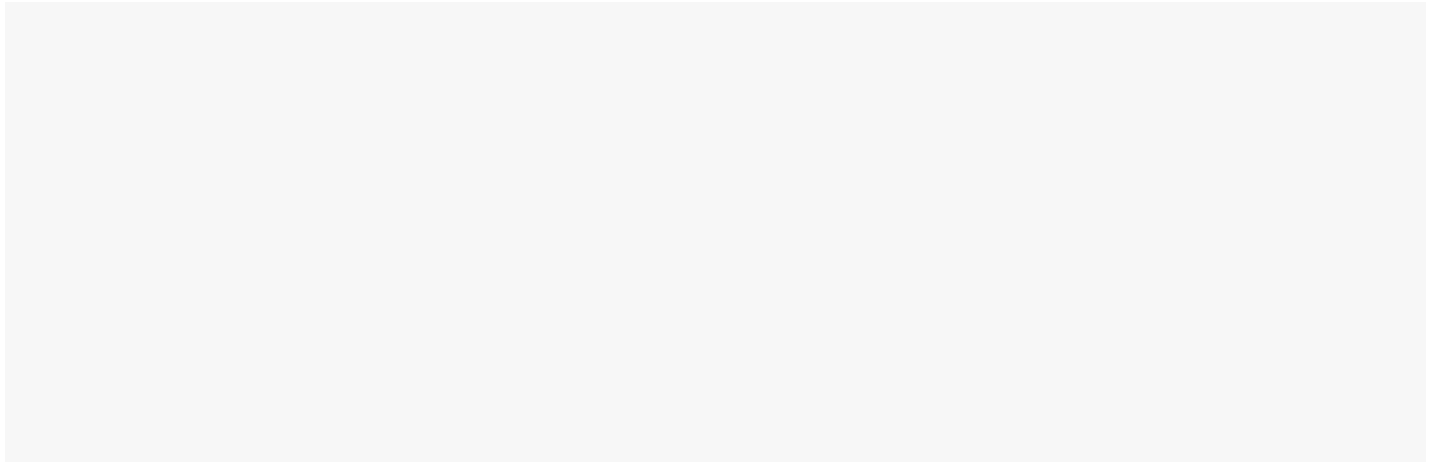


3. Give specific examples of how your work or your interests align with the company's mission, products, and/or projects. Use the STAR formula to create good examples: Situation, Task, Action, Result

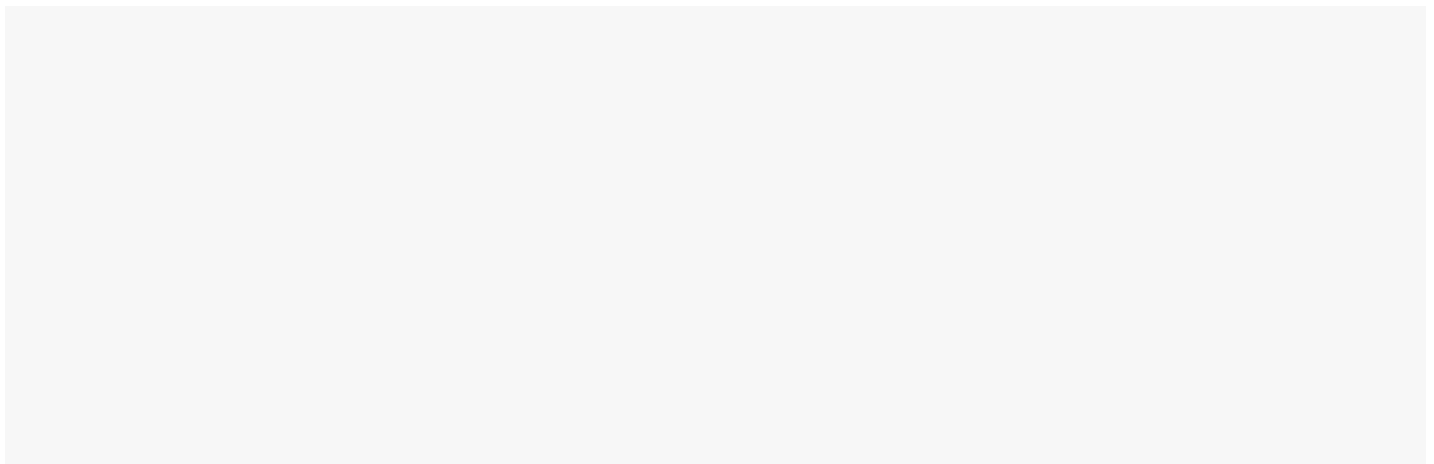


### Part 3. Why You?

1. What do you offer the company? Give specific examples that align your skills to the job description and company. These examples will include technical design skills and processes, general work skills or soft skills, and individual software programs. They will come from course work, sponsored projects or designstorms, and previous internship or job experience. Use *Aligning Yourself: Job Description* and/or *Aligning Yourself: Company Research* to develop these examples. Use the STAR formula to create good examples: Situation, Task, Action, Result.



2. What relevant personal qualities or experiences do you have that help you stand out or show your personality? Give specific examples. These may come from leadership activities (Student Government, Orientation Leader, campus clubs, volunteer work, etc.), Study Away or exchange experiences, and relevant hobbies or interests.



### Part 4. Closing

1. Thank the employer for their time. What is the next step? How can/should the employer contact you for that step?

2. Mention anything you have attached to the email: resume, portfolio, etc. Close with your contact information and website link. If you give a phone number, make sure you have an outgoing voice message with your name and that the voicemail box is not full. If you give an email address, make sure you check it regularly.