

# TAILORING YOUR COVER LETTER

Cover letters are meant to connect your skills, experiences, interests, and/or values to the position and organization to which you are applying. The most compelling and competitive cover letters demonstrate a strong alignment between the candidate and the position. To complete this worksheet, find a position you are interested in by using Handshake, Indeed or any other job board. Fill in the chart below based on the information in the position description and information you may find on the company website.

JOB DESCRIPTION	HOW I MATCH
<b>LIST 3 TRAITS SOUGHT IN A CANDIDATE</b> (Example: Strong interpersonal skills)	<b>WRITE 3 PHRASES DESCRIBING YOU</b> (Example: strong communicator, people person)
1.	1.
2.	2.
3.	3.
<b>LIST 3 JOB DUTIES/RESPONSIBILITIES</b> (Example: collect field samples, track vitals)	<b>WRITE AN ACHIEVEMENT RELATED TO EACH DUTY</b> (Example: capstone project involved collecting weekly field samples, tracked vitals of 12 patients)
1.	1.
2.	2.
3.	3.
<b>LIST 3 FACTS OR TRAITS ABOUT THE COMPANY.</b> (Examples: provides holistic approach to housing, LEED certified, ranked #1 in portfolio advising)	<b>LIST EXAMPLES THAT CONNECT WITH THE EACH TRAIT.</b> (Example: shared value for holistic counseling, interned with green building company, rank in top of class)
1.	1.
2.	2.
3.	3.