Cover Letter Worksheet

Use this worksheet to draft a compelling and personalized cover letter. Reflect on each section and write in full sentences or bullet points—whatever helps you clarify your message. This worksheet can be adapted for multiple applications by updating your responses to reflect the specific position and institution.

**Your Name**

**Position Title at Institution Name**

**Introduction and Overview**

* What is your greeting? (e.g., “Dear Hiring Committee,”)
* Why are you applying for this position? What draws you to it?
* How do your values, qualifications, and goals align with this opportunity?

# Alignment with the Institution

* How do your values align with the institution and department?
* What connections can you make between your work and the institution’s mission?

# Qualifications and Impact

* What qualifications make you a strong candidate?
* What are your key skills, educational background, and relevant roles?
* What specific accomplishments or experiences can you highlight, and how do they connect to this position?

# Summary Statement

* How can you succinctly sum up your fit for this position?

# Conclusion

* How will you thank the committee and invite further conversation?

# Best regards,

Your Name