

WRITING A COVER LETTER

▶ STEP 1

Identify a job or internship position that interests you (if you need help with searching for a job or internship position, see the **Job and Internship Search Guide**). Read the job description carefully, paying close attention to the job duties and required education, experience and skills. Based on the job description, identify **3 top traits, skills or experiences** that are mentioned in the job description that YOU have:

1. _____

2. _____

3. _____

▶ STEP 2

Based on the top 3 traits/skills/experiences you identified, think about your own characteristics and experiences and how they fulfill what the job description is asking for. Write a phrase or example for each one that represents how you will show your qualifications in your cover letter:

1. _____

2. _____

3. _____

▶ STEP 3

Do some research on the company or organization using their webpage. Identify one or two things about the company or the position that excite you about applying for this opportunity:

1. _____

2. _____

▶ STEP 4

Using the **Cover Letter Guide**, write the first draft of your cover letter in the correct format, using the information you identified by brainstorming on this page. Contact the Career Services and Advising Center to have your documents reviewed: careercenter@fitchburgstate.edu or 978-665-3151.

▶ STEP 5

Turn in your initial draft, review feedback, and an updated copy of your cover letter to your instructor.

FOR MORE INFORMATION, CONTACT

Career Services and Advising Center
Hammond Hall, Room 318
978-665-3151
careercenter@fitchburgstate.edu