

How to Write a Cover Letter

Handout 1 of 3

Task 1: Fill in the blanks.

A majority of hiring managers said cover letters were crucial to their hiring decisions, and 77% give preference to candidates who submit one, even if they're deemed optional on the application. Below is a list of helpful tips about writing a cover letter.

Take your time filling in the blanks: you'll use this information later to write your own cover letter.

Wordbank

introduction

flattery

value

generic

research

mission

brief

team

skills

job

1. Never send a _____ cover letter to anyone. Always customize it to fit their company and open job positions.
2. _____ the company you're applying to before writing your cover letter.
3. Carefully read the _____ description and use those details to "show" your future employer what you can bring to the company.
4. Focus your cover letter on your _____ and what you will do for the company if they hire you.
5. Make sure to have a strong _____. The start of your cover letter is probably the most important part of the whole document.
6. Stress your personal _____ and show them you know theirs too.
7. Show them that you can be part of the _____ – paint the picture of what working together could look like for them.
8. Remind them of their own company _____ and how your work can help expand on that.
9. Don't go overboard with _____. Too much praise for the company will make it seem like you're only saying those things to get the job.
10. Keep it _____. Recruiters won't want to read all of it if it's too long.

Task 2: Research potential jobs in your area—positions you'd be interested in applying to. Once you've found a job, use what you've learned to fill in the template provided on the next page with your own information. (Feel free to use the provided cover letter sample as a reference.)

Task 3: Use completed template to write your cover letter!

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Your Name:

Your Email:

Your Number:

Date:

Company Name:

Company Address:

Company Number:

Salutations:

Introduction: Introduce yourself, what you studied, reasons you're applying, and where you found the job posting.

About the Company & position: Respond to the job description. Explain your skills, experience, education, and how you meet the company's needs.

How you fit in: Explain how you fit into the company's framework. Specify how you plan to help the company achieve their goals and move forward.

Thanks & Call to Action: Specify when and how the hiring manager can contact you, thank them for their time, and say you'll reach back later.

Complementary Close & Signature:

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JANE DOE

Jane@youremail.com
456-789-5555

February 10, 2025
Jetson Sarlucks Co.
246 Everywhere St.
Any City, ST 81012
234-555-6789

Dear Mr. Jetson,

My name is Jane, and I am a junior at Tempest High School. I found your job posting for the Barista position on JobLink and was ecstatic to learn of this opportunity. I am confident that my love of coffee and strong interpersonal skills will help me succeed in this position.

It's no surprise you're looking for someone who has excellent oral and written skills as well as outstanding customer service abilities. After all, your family owned coffee shop has been putting smiles on stressed, weary-eyed consumer's faces for almost 30 years: And I, personally, am prepared to do my part in making people's busy mornings a little happier.

On top of having countless opportunities in school to work as a team and produce a number of group projects, I've had practice in building customer loyalty by learning new ways to understand people while manning the concession stands at our school's yearly sports events. Taking on these roles has led to some of my proudest accomplishments:

- Becoming shift supervisor for my fellow concession stand employees.
- Being included on the Honor Roll for all consecutive years of my high school experience.

I've attached my resume which includes further details on my ability to succeed as a Barista at your shop. Please reach out via email or phone with any questions you might have about my background and interests. I look forward to speaking with you further; thank you for your time and consideration.

Best regards,
Jane Doe