

# COVER LETTER WORKSHEET

Use the following worksheet to create the various components of your cover letter. Complete a separate worksheet for each internship or job you apply for.

Internship or Job Title:

Hiring Manager or Team Name:

This position will require...

Hard skills:

Soft skills:

From this list, select two skills that you've used most effectively to accomplish tasks in academic and/or professional situations. In the space below, use the STAR method to come up with two strong and unique examples for each skill.

Relevant Skill 1:

Example #1

Situation (setting) / Task (problem you faced):

Action (how you used the skill to carry out a task):

Result (impact of your work):

Example #2

Situation/Task:

Action:

Result:

Relevant Skill 2:  
Example #1  
Situation/Task:

Action:

Result:

Example #2  
Situation/Task:

Action:

Result:

How do your goals align with the organization's? Be specific. Give examples, if possible.

Now, pull these parts together to compose your cover letter.

Here's how you might approach it:

**SALUTATION:** Address your letter to the hiring manager or team.

Dear (hiring manager or team name),

**PARAGRAPH 1:** In a few sentences, name the position you're applying for, why you're applying for it, and what makes you a good fit (i.e., relevant skills 1 and 2).

I am excited to apply for the \_\_\_ internship/job at (employer name). As a Master's student in the School of International Service, I have focused on \_\_\_ and refined my \_\_\_ skills and ability to \_\_\_ in both academic and professional settings. I am confident that my skillset and experience will help me make valuable contributions as a member of your team.

**PARAGRAPH 2:** Describe how you've used Relevant Skill 1 in previous academic and/or professional situations.

To this position, I bring my \_\_\_ skills. For example, as an intern for (employer), I had the chance to ... (Example #1). In addition, last semester I took (class name), in which I ... (Example #2).

**PARAGRAPH 3:** Describe how you've used Relevant Skill 2 in previous academic and/or professional situations.

I also have the ability to \_\_\_. More specifically, as a student in (class name), I ... (Example #1). I also applied these skills as an intern for (employer). In this role, I ... (Example #2).

**PARAGRAPH 4:** Describe how your goals align with the organization's. Give examples.

Based on my research, your organization values \_\_\_ and \_\_\_. Throughout my career, I have been driven by those same values. For example, in my free time, I volunteer as a . . .

**PARAGRAPH 5:** Sum up your strengths, re-emphasize your enthusiasm, and end with a polite, open-ended call to action.

Again, I am very excited about the \_\_\_ position and the opportunity to \_\_\_. I look forward to putting my \_\_\_ skills and ability to \_\_\_ to work for your team. Together, I know we can accomplish great things. Thank you in advance for your consideration.

You are welcome to follow this outline, but we strongly encourage you to personalize your letter and make it your own. All SIS graduate students have access to this worksheet, and you don't want to submit a letter that uses the same wording as all of your peers.

Also, format your letter like a letter, with your name and contact information in the header and the date and recipient's contact information at the top of the page. End your letter with a complimentary close ("sincerely") and your signature (typed is fine).