

Cover Letter Worksheet

1. Make sure the "TO" is to the right person, and that you aren't simply copying and pasting.

2. Come right out, introduce yourself and what you're sending a letter for.

"My name is Chris Fore, and I want to be the next Head Football Coach for the Fallbrook Warriors."

2. Why do you want the job? Discuss the reasons this job is attractive to you.

3. How are you qualified for the job? Briefly list how your qualifications surpass the qualifications on their job flyer for the position.

4. What's your vision for the job? What are YOU going to do with their program? What do YOU want to do with THEIR program?

5. Any connection to the school that you might have? Do you know a decision maker there? A good idea to point to that person in your letter, IF the person is well respected on the campus, and has a trusted voice.

6. After you have researched the school, and you know what is MOST IMPORTANT to them, try to write a brief 4-5 sentence showing how YOU have directly done that very thing in your past. Maybe it is a short story about a kid, or a family you've worked with that points towards their mission statement.

8. Finish a thank you for reading this, and here is how to reach me, include cell phone number and email.