

Cover Letters

To-Do List

___ **Task 1:** Write the first paragraph of your cover letter.

___ 1 sentence that states what position you are applying for.

___ 1-2 sentences that explain why you are interested in the position.

___ 2-3 sentences that describe the skills, education, or experiences you have that would help you do this job well.

___ **Task 2:** Stand up and stretch.

___ **Task 3:** Proofread paragraph out loud, two times. Fix any errors.

___ **Task 4:** Let me know you are finished – proofread together.