



Cover Letter Worksheet

One way of writing your Cover Letter might involve dividing it into three main sections or paragraphs. This can help your content to flow, stay relevant and cover important bases without repeating yourself too much.

Have a go at brainstorming some ideas in the spaces provided to help clarify what key information you need to discuss.

Impact Statement Bullet point or brainstorm your key values, story or experience to introduce and set the tone of your application

Why are you a good fit for the company? Brainstorm key information from the job description and match with examples of your skills or experience

Why is the company a good fit for you? Bullet point or brainstorm reasons as to why the employer/company align with your personal goals