

## Worksheet for Cover Letter Writers

Draft answers for the following questions, don't worry about punctuation or style, this is just an exercise:

1. Why did you select this specific job advertisement to reply to?
  
  
  
  
  
  
  
  
  
  
2. If the company name was given, write what you know about this company. Visit its website if it has one. (Don't get carried away)
  
  
  
  
  
  
  
  
  
  
3. Go through the ad and list the skills and experience required on the left side of this chart and your corresponding experiences, skills, or education on the right side, or otherwise address the requirement.


4. Why would you be good at this job? Why should they hire you?