



HARVARD GRADUATE SCHOOL OF EDUCATION



Cover-Letter Worksheet

INSTRUCTIONS

- Choose: 1) one of the postings provided, 2) content from a posting you've considered, OR 3) just make up details.
- Then pick an **OPTION** below to start. Feel free to move on to other options, if you have time and want to.

Purpose of the Cover Letter Body: to elaborate on the match between your skills, knowledge, and qualifications and the job requirements and the link between your enthusiasm/passion and the job and organization, so this will help you highlight the most important information and how you can sell it.

Employer	Where do I match?
<p>OPTION 1: What are the employer's top 2 or 3 needs?</p> <p>Skills:</p> <p>Knowledge:</p> <p>Experiences:</p>	<p>Which of my experiences illustrates these?</p> <p>Skills:</p> <p>Knowledge:</p> <p>Experiences:</p> <ul style="list-style-type: none"> • From work [even if diff. industry; <i>transferable skills</i>]? • From school, volunteer work, activities, and/or accomplishments/awards/certifications?
	<p>Provide examples of how you illustrated the above using STAR approach:</p> <p>Situation I faced or Task I was charged with:</p> <p>Actions I took:</p> <p>Results I achieved:</p>
<p>OPTION 2: What kind of person does job description describe? What are this person's key competencies/abilities?</p>	<p>What traits and characteristics do I exhibit that match?</p> <p>SPECIFICALLY-how have I illustrated this in previous roles and what was the positive result?</p>

<p>OPTION 3: What is the employer's or school's mission statement, purpose or goals?</p> 	<p>Do my passions, commitment, teaching philosophy or enthusiasm map to this?</p> <p>How have they guided my actions in previous work/volunteer/school etc. to achieve definitive positive outcomes?</p> <p>Or</p> <p>How will they guide my work for this organization and create meaningful impact on organization's work/student body, etc.?</p>
<p>OPTION 4: What do I know about this organization and why do I like them?</p> 	<p>How do I fit in with the organization culture and goals?</p> <p>Why are my skills, knowledge, qualifications and experiences relevant for their work?</p>

GETTING FEEDBACK (OPTIONAL):

Complete a cover letter for an opportunity you want to pursue and get individualized feedback!

To get feedback:

- 1) Schedule an Office Hours appointment with any of the CSO team members on HIRED at gse-harvard-csm.symlicity.com/students
- 2) Let us know you want feedback on your cover letter by writing that in the *Comments* box when you schedule your appointment
- 3) Email us a link to the internship posting or bring a copy with you.