



Cover Letter Navigation:

Step 1: Deconstruct the Job Description

Identify employer needs and where you can fill that need based on past experiences

What the Employer Needs	When I've Done This Previously
<i>Example: Analyzing information and making a recommendation</i>	<i>Example: Cluster: Collaborated to conduct QSR industry research to identify and present best strategies for company's success.</i>

Step 2: Identify Your Audience

Answer the following:

Who will be reading this letter?

What industry should this appeal to?

Circle one: **Mr. | Mrs. | Ms. | Mx. | Hiring Manger | Hiring Committee**

Step 3: Introduce Yourself

The first paragraph of your cover letter provides an introduction of you to the employer. It should include the position you

