



## COVER LETTER: DEVELOPING BODY PARAGRAPHS

### RESUME & COVER LETTER RESOURCE

When creating your cover letter body paragraphs, it is helpful to closely review the job description and reflect on your relevant experiences. Below are two strategies to get started.

### ACTIVITY ONE: IDENTIFYING RELEVANT SKILLS AND EXPERIENCES

After you have identified the key skills required for the role, list them on the left side. On the right side, list relevant experiences you have that demonstrate the corresponding skill.

Job Description Skills	Your Relevant Skills & Experiences

**Reflecting on your experiences can offer insights into how you choose to proceed with your cover letter. Here are a few questions to consider below:**

1. Did your experiences overlap in several skill areas? This is welcomed as often you will use multiple skills in a role!
2. Did you find yourself including more experiences in one area over another?
3. Did you have a moment to share the chart with a trusted person? Did they share further insights on your relevant experiences?



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## ACTIVITY TWO: FROM EXPERIENCES TO EXPERIENCE-BASED SENTENCES

Select one experience from **Activity One: From Job Skills to Experience** and use the following below to begin reflecting on how you would like to share your experiences.

“In my role as a(n) [relevant experience], I [highlight related skill]. By [specific task], I successfully [identify accomplishment].”

Try it out below!

In my role as a(n) \_\_\_\_\_

I \_\_\_\_\_.

By \_\_\_\_\_

I successfully \_\_\_\_\_.

## ACTIVITY THREE: FROM EXPERIENCES TO SKILL-BASED SENTENCES

Select one experience from **Activity One: From Job Skills to Experience** and use the following below to begin reflecting on how you would like to share your experiences.

“[Relevant skill] has been an area of strength I have been growing in for the past [time]. Through my role as [x], and more recently [y], I have had the opportunity to expand [relevant skill] into [z].”

Try it out below!

\_\_\_\_\_ has been an area of strength I have been growing in for the past

\_\_\_\_\_.

Through my role as \_\_\_\_\_, and more recently \_\_\_\_\_, I have had the opportunity to

expand \_\_\_\_\_ into \_\_\_\_\_.