



## WRITING PARAGRAPHS

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### RESUME & COVER LETTER RESOURCE

#### WHERE DO I BEGIN?

Writing a cover letter can be intimidating, especially for students who have never approached one before. While it's encouraged that you use your own tone and writing style, there are techniques that can help you construct basic ideas that will contribute to the skeleton of your cover letter.

##### STEP 1 | Job Duties

Locate the expected duties listed in the job description. Make note of the ones you feel you're familiar with and can complete comfortably given your past experience. If you are sending an unsolicited cover letter, identify recurring duties across multiple job postings for the position you are interested in.

##### STEP 2 | Related Skills

Determine the key skill that is highlighted in each of the job duties you recorded in Step 1. Which of those skills can you speak to? These skills, especially if they are listed as qualifications, should be focused on.

##### STEP 3 | Relevant Experiences

Which of your experiences (school, work, volunteer, etc.) demonstrate the skills you selected in Step 2? Make a direct connection by discussing a specific task that required the skill, and the business result.

#### FORMULATING SENTENCES

There is no set formula to effectively put this information together. In fact, it's discouraged to follow a rigid structure to avoid sounding redundant or unnatural. However, you can use this generic template to start your paragraph and develop an idea of how to effectively sell yourself and summarize your qualifications.



# RESOURCES

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“In my role as a [relevant experience], I [highlight related skill]. By [specific task], I successfully [identify business accomplishment].” Try it out below!

In my role as a \_\_\_\_\_

I \_\_\_\_\_

By \_\_\_\_\_

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