An effective cover letter will improve your chances for an interview and ultimately a job offer. Take some time to think about yourself – what makes you special, what you’ve accomplished, what abilities you most enjoy using, etc. Address your strongest attributes and don’t attempt to include everything about yourself. Thinking through the following questions will help you write a letter that connects your qualifications with an employer’s needs.

**Consider your USP** (Unique Selling Proposition – an advertising term used to market a product)

What are your unique qualities and strengths?

What is it about this employer that attracts you and how would you be able to use your talents?

**Think about your job and internship experiences**

What skills and abilities have you used to accomplish your work?

What accomplishments did you have? What are you most proud of?

Identify examples where you exhibited qualities employers are looking for:
- Communication skills
- Strong work ethic
- Teamwork
- Initiative
- Interpersonal skills
- Problem-solving
- Analytical skills
- Flexibility/adaptability
- Computer skills

**Review your coursework and identify what you have learned**

What class assignments and group projects have resembled “real world” experiences?

Identify and label the knowledge, skills and leadership qualities you have acquired through your coursework.

**Think about your campus and community involvement**

What campus and community positions have you held?

What leadership and organizational skills have you used?