

Worksheet for Strategic Cover Letter

Implicit message: “Hire me because I’m qualified, meet your needs, will do a good job.”

Key arguments: E.g., I have an excellent theoretical background.
I have excellent analytical skills.
I have the required experimental experience.
I have good communication skills.
I have teaching experience.

Key evidence: Use the PAR system to provide evidence in support of your arguments:
P = project
A = actions taken
R = results

E.g., “During my summer internship with Johnson & Johnson, I designed an algorithm to . . . This contribution led to a 30% increase in efficiency.”

As you prepare for your interview, fill in the following blanks.

Key argument #1 + PAR evidence

Key argument #2 + PAR evidence

Key argument #3 + PAR evidence