

## 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

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