

# Cover Letter Information Form

Use this form as a way to gather information to build your cover letter.

## Human Resources Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Company: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Company Information

Website Address: \_\_\_\_\_

Important Points in the Mission Statement \_\_\_\_\_

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Products and Services They Offer \_\_\_\_\_

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Other Important Information About the Company \_\_\_\_\_

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Why do YOU want to work there? \_\_\_\_\_

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General Notes:

## Your Skills and Qualifications For the Job

### Example a skill and how to describe it...

#### Skill: Teamwork

Example: Working as part of a team is a skill that I have used and developed since high school. I have been involved in a community service project in which I took on a leadership role and worked with a team to have a successful school supply drive for needy children. My current position at Texas Roadhouse also allows me to work with a team of people to effectively serve our customers. I have been recognized for going above and beyond to help my team members.

Skill or Quality: \_\_\_\_\_

Example: \_\_\_\_\_

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Skill or Quality: \_\_\_\_\_

Example: \_\_\_\_\_

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Skill or Quality: \_\_\_\_\_

Example: \_\_\_\_\_

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Skill or Quality: \_\_\_\_\_

Example: \_\_\_\_\_

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Skill or Quality: \_\_\_\_\_

Example: \_\_\_\_\_

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