

# The Cover Letter *Guide*

Date:

Company:

Job:

Whom you're addressing:

## *The Checklist*

- Letter is one page ☐
- You added key words from job posting ☐
- You proofread and edited letter ☐

What is the position that you're applying for?



What are some key words from the job posting?



Why do you want the job?



● Heading ▶ Subheading ○ Bullet Points

**Main Points:** *What are the topics of your body paragraphs?*



Why should they hire you? How can you add value to them?



What makes you different from everyone else? What are your specific skills?



# Loved this Freebie?

## Check out on the Get Hired E-Book!

This packet is for you if:

- ▶ You're creating or updating your resume
- ▶ You're writing a cover letter
- ▶ You're applying for your dream job
- ▶ You're applying for a part-time, weekend, or after school job
- ▶ You're preparing for an in-person interview
- ▶ You're preparing for a phone or video interview

What you can expect:

▶ **Resume and Cover Letter:** This is the introduction section to creating a resume and writing a cover letter. This is all content-based with some tips for success to look over before you get started.

▶ **Your Resume:** Here is where we will zero in on the resume creation and how to make sure it's relevant, thorough, and appealing for your hiring manager. This section is also accompanied by the Resume Outline where you will get to map out all of the information you need, and outline your special skills.

◦ **Resume Outline:** An interactive worksheet that you can copy and use over and over when creating and updating your resume.

▶ **Your Cover Letter:** Here is where you will learn about the cover letter creation and how to really let your personality and skills shine for your hiring manager. This is when you let them know who you are, so this part is very important for the hiring process.

◦ **Cover Letter Guide:** An interactive worksheet that you can copy and use over and over to organize your ideas and skills for your cover letter. Remember, you want to make it short, and very sweet.

▶ **Interview Outfits:** Here is where we will talk about the art of interview outfits and what is the best thing to wear in order to make a stellar first impression.

◦ **Interview Outfit Inspo Mood Board:** A collage of different outfit ideas for your interview! Please note that this inspo sheet is meant to act almost like a Pinterest Board -- None of this content was created by Future Boss Lady Co.

▶ **Interview:** Here is where you will learn in-person interview tips and tricks to ensure that you'll knock their socks off and get that job!

▶ **Phone and Video Interviews:** With the rise of technology there are more and more interviews being conducted via phone or video. This section is dedicated to preparing for these and making sure you can still make an impact even through a device.

## Available on the Future Boss Lady Website!

[www.futurebossladyco.com](http://www.futurebossladyco.com)

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# Want to Know More?

## Check out the Book!



Future Boss Lady is a ultimately more of a guide than a book. It's made of lists, guides, graphics, and worksheets that are meant to help women build the foundation for their most successful selves.

*This is the perfect gift for graduations, birthdays, friends, and fellow boss ladies!*

This book was written purely with the intention of helping women thrive. It's tasteful, energetic, and is meant to make the reader feel as though she has someone on her side, supporting her in her dreams.

We are about community over competition! It's time for the future boss ladies to band together and help each other thrive!

Get even more information at:

<https://www.futurebossladyco.com/the-book>

### Table of Contents:

Future Boss Lady is a book that I designed to be an aid to those who are just starting out in their careers and lives. With this in mind, the pages are written in lists and broken up with titles and categories. This will allow you to easily find the relevant topics and get to the content fast.

There are four chapters within Future Boss Lady with their own sub-chapters and topics, specializing in different categories of life. Being a Future Boss Lady isn't just about getting the career you want, or doing well at your job, it's a way of being. A personal brand that is going to take you far in all aspects of your life, so please use this book in whatever way that works best for you. Get inspired, work hard, and flourish.

#### Chapter 1: The Boss Lady

- ▶ Building a Personal Brand
- ▶ Your Morning Routine
- ▶ Your Nightly Routine
- ▶ Feeling Boss
- ▶ Traits of Strong Women
- ▶ Confidence
- ▶ Future Boss Lady
- ▶ The Boss Lady
- ▶ Your Style
- ▶ Style Quiz
- ▶ Style Basics
- ▶ Gym Attire
- ▶ Glamorously Casual
- ▶ Interview Outfits
- ▶ Professional Attire
- ▶ Dressing Up
- ▶ Your Hair Style
- ▶ Beauty Routine
- ▶ Your Goals
- ▶ Boss Lady Goals
- ▶ Time Management
- ▶ Productivity
- ▶ The Productivity Guide
- ▶ Positivity
- ▶ The Positivity Worksheet
- ▶ Budgeting

#### Chapter 2: Class and Style

- ▶ Budgeting Tips For Success
- ▶ The Budget
- ▶ Debt
- ▶ Interactions
- ▶ In Tough Situations
- ▶ Dating
- ▶ Breakups
- ▶ Friendships
- ▶ Friendships Worksheet
- ▶ Friendship Fights
- ▶ Friendship Fights Worksheet
- ▶ At the Table
- ▶ In a Restaurant
- ▶ Being a Gracious Guest
- ▶ Being a Fabulous Hostess
- ▶ Exhibiting Elegance
- ▶ How Charming
- ▶ Thank You Notes
- ▶ The Gift Guide

#### Chapter 3: FBL at Work

- ▶ College Tips for Success
- ▶ Studying
- ▶ Supply List
- ▶ Essays

#### Chapter 4: Boss Up

- ▶ Essay Checklist
- ▶ Résumé and Cover Letter Tips
- ▶ Your Résumé
- ▶ Your Résumé Guide
- ▶ Your Cover Letter
- ▶ Your Cover Letter Guide
- ▶ Your Social Media Résumé
- ▶ Interviews
- ▶ Phone Interviews
- ▶ Video Interviews
- ▶ The Newbie
- ▶ Being a Stellar Employee
- ▶ Professional Habits
- ▶ Bad Behavior and Mistakes
- ▶ Customer Service Issues
- ▶ Young and In Charge
- ▶ Networking
- ▶ Dorm Living
- ▶ Roommates
- ▶ Roommate Chore Guide
- ▶ Renting your First Home
- ▶ The Checklist
- ▶ Home Essentials
- ▶ Cleaning Supplies
- ▶ Clean Home Guide

- ▶ Laundry
- ▶ Health Guide
- ▶ Home First Aid Kit
- ▶ Car Maintenance
- ▶ Grocery Shopping
- ▶ Grocery Guide
- ▶ Grocery Worksheet
- ▶ The Measurement Guide
- ▶ Cooking Vegetables
- ▶ Fruits by the Season
- ▶ Basic Recipes
- ▶ Meal Prepping Tips
- ▶ Packed Lunch for Adults
- ▶ The Coffee and Espresso Guide
- ▶ The Tea Guide
- ▶ The Wine Guide
- ▶ The Beer Guide
- ▶ Classic Cocktails
- ▶ Traveling
- ▶ Travel Investments
- ▶ Travel Goals
- ▶ The Travel Budget
- ▶ Travel Packing Checklist
- ▶ Surviving Long Flights
- ▶ Travel Buddies
- ▶ Going Solo

## Now Available on Amazon!