

# COVER LETTER BUILDER

Name

City & State – Phone Number – Email – Website (or add link to your LinkedIn profile)

Date

Name of Hiring Manager (if applicable)

Job Title of Hiring Manager (if applicable)

Name of Hiring Company

Location of the Hiring Company

Reference: Name of Position You're Applying To (and Job ID #)

Greeting (e.g. Dear (full name of hiring manager). Do not include Mr., Mrs., or Miss to keep it gender neutral),

**Paragraph 1: Opening Statement–** \_\_\_\_\_

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**Paragraph 2: Summary of Qualifications–** \_\_\_\_\_

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**Paragraph 3: Examples of Related Projects or Accomplishments–** \_\_\_\_\_

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• Project 1 (or Accomplishment 1) \_\_\_\_\_

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• Project 2 (or Accomplishment 2) \_\_\_\_\_

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• Project 3 (or Accomplishment 3) \_\_\_\_\_

**Final Paragraph: Call to Action** – Reiterate your interest and key qualifications for this role. And indicate here when and how the hiring manager can reach you.

(Place Your Salutation Below)

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(Place Your Digital or Hand Written Signature Below)

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# ACCOMPLISHMENT STATEMENTS WORKSHEET

## The CCAR Model

Write compelling job-related accomplishment statements on your cover letter by using the CCAR Model. This model provides a framework to easily and effectively convey your qualifications to a hiring manager in your cover letter. This tool has been highly regarded in the public sector and could be exactly what you need to help you land a job interview in any sector. It is also an excellent tool to use when preparing to answer interview questions. The original builder can be found [here](#).

The CCAR model will allow you to focus on the following 4 areas:

- (C)hallenge encountered
- (C)ontext of the challenge
- (A)ctions taken to resolve the challenge
- (R)esults of your actions

You are encouraged to first see an example of how this was applied [here](#).

## Accomplishment Story Title

First, think about giving a title to your accomplishments. Doing so would be useful when providing examples of success while writing your resume or during the interviewing process.

Example: Secured five \$500 corporate sponsorships for my student organization...

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## Challenge

What specific challenge did you encounter as you completed that task?

Example: Historical low engagement rate with local businesses to secure in-kind or monetary donations

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## Context

Explain here the context surrounding the challenge.

Example: Were your resources limited due to budgetary constraint, particular laws, or policies? Did it require the involvement of various stakeholders? Was leadership or other team members not on board? Which elements needed to be taken into consideration to complete the task and overcome the challenge?

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## Action

Share a few actions you've taken to overcome the challenge and successfully complete the tasks at hand.

Example: What specific action(s) did you take to address the challenge? Did you research something? Did you answer difficult questions before a hostile audience? Did you figure out how to do more with less?

1. \_\_\_\_\_

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2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Results**

Share here the outcome of your hard work. Quantify with numbers if possible.

Example: Was the problem solved? Did you save money? Did you reduce processing time; if so by how much? Did you receive an award? Did your supervisor or customers make positive comments to you? Did you increase customer satisfaction (give an average percentage)? Did you increase membership (if so, say by how much)?

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