



# CANNACAREERS WORKSHEET

## Cover Letter Basics

Use the suggested format below to help you create a cover letter. You'll need to start a new document (or use a cover letter template that you found online!) to start filling it in. Don't forget to save as a PDF each time! Don't know how to save as a PDF? Check out this [help article here](#).

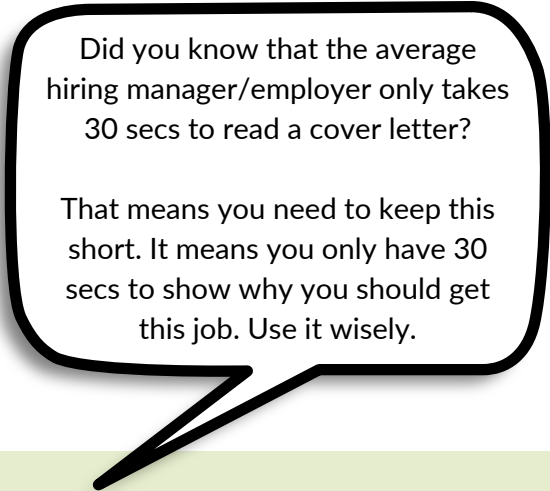
### DATE - \*OPTIONAL

### PERSONAL CONTACT INFO

Full Name  
Email Address  
Phone Number

### COMPANY NAME

Hiring Manager Name (If you have it)



### BODY

Below is a paragraph by paragraph suggestion for how to structure your cover letter! Once you get a good general body written down, it's easy to switch some of it up to target the job to which you're applying specifically.

- Paragraph 1 → Use the first paragraph for your opening remarks. In as few words as possible, explain what job you're writing about, and who you are.
- Paragraph 2 → Here is where you list the specific qualifications and skills that make you a fit for the role. You can use the job listing as inspiration! Keep it short and to the point; remember that they have your resume to look for more details.
- Paragraph 3 → Explain what you can do for the company! Try starting with a career goal or two that you have: how will that career goal benefit the company to which you're applying?
- Last Paragraph → Summarize (in a sentence or two) why you're the right person for the job. You can also use this paragraph to mention that you're happy to make yourself available for an interview, you look forward to hearing from them, you've included your resume, etc.

### SIGNATURE

Formal is better! "All the best," "Sincerely," etc.  
Use your full name.



### HELPFUL ORGANIZATIONS:

M4MM | Supernova Women | WOCC CannaCareers

### INDUSTRY NEWS SOURCES:

Cannabis Industry Journal | Cannabis Business Times | Marijuana Moment