

Employment Letter Graphic Organizer

Job:

Remember, your proposition or thesis is that you are an outstanding candidate, and that your experience and/or education make you highly qualified for the job. In other words, your thesis needs to sell you to the potential employer on the basis that you are the ideal candidate for the job.

Proposition / Thesis:



Your grabber must be convincing, but it cannot sound conceited. It should be a powerful, attention-getting statement, but it also needs to be business-like.

Grabber:



Long-Term Career Objective:



Your main ideas need to outline your best qualifications and why your skills are an outstanding match for the employer. Be sure to focus on how you can best serve the needs of the potential employer. This means you must know something about the job and how your goals, qualities, talents, and skills will actually benefit the employer as far as the specific job is concerned. **DO NOT** write in generalities — **BE SPECIFIC**.

Main Idea 1

Details



Main Idea 2



Details



Main Idea 3



Details



Refer to proposition, but do NOT directly restate it / Zinger / Thank you ...

