

Cover Letter Research Questionnaire

We've compiled the following questionnaire to help you conduct research before writing your Cover Letter.

Keep the following questions in mind as you research the company, organization, or institution you're applying to. Make sure you have answered all of them before writing your Cover Letter. Use it as a guide to craft an effective Cover Letter.

1. What is the purpose of this company or institution?

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2. What can I contribute to this company or institution?

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3. Will I be able to fit in with the company or institution's culture?

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4. What are the company or institution's core values, and do they align with mine?

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5. What are the company or institution's goals, and can I help them achieve these goals?

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6. What kind of opportunities can this company or institution offer me?

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7. Do I like this company or institution?

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8. Will I fit in with the current employees at this company or institution?

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9. Why is the advertised position appealing to me? Why do I want it?

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10. Will I be happy and fulfilled at this company or institution?

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