



How It Works

This order form is a dynamic .pdf. Use it to order professionally written cover letters from Employment ToolKit!. There is no need to print it out. You can save this form to your hard drive and complete it electronically at your convenience. You can also complete this form on line by visiting www.employmenttoolkit.com and clicking on "Cover Letters."

After completing the form, click the SUBMIT button on page 5, and follow the prompts to have it emailed to our writing department.

Employment ToolKit! - to land the right job, you need the right tools.

Personal Information

First Name

Last Name

Street Address

Apt. / Ste. #

City

State

Zip Code

Home Phone #

e-mail address

Employment History - Overview

Current / Most Recent Employer

Experience Obtained:
Briefly describe the most
valuable skills this job
provided you. How did
you contribute to the
company?



Employment History - continued

Previous Employer

Experience Obtained:
Briefly describe the most
valuable skills that this job
provided you. How did
you contribute to the
company?

Previous Employer

Experience Obtained:
Briefly describe the most
valuable skills this job
provided you. How did
you contribute to the
company?



Education: Skip this section if you already provided this information in a resume request.

School / University

Beginning Date:

Ending Date

Major / Subject of Focus

Diploma Received

Affiliations / Organizations

School / University

Beginning Date:

Ending Date

Major / Subject of Focus

Diploma Received

Affiliations / Organizations



Skills / Special Training / Certifications / Software / Programming

Job-Related Skills

Certifications

Software /
Programming
Languages

Misc.

Misc. job-related
Information not covered
in other areas, or if you
have more information
than a category allows,
enter that information
here.

Job Targets

Please list the jobs that
require cover letters.

Company Name

Contact - If Known

Contact Phone #

Job Title

URL to this job advertisement



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Terms of Use

You must acknowledge that you have read, understand, and accept our terms of use.

☐ Yes, I have read, understand, and accept the terms of use.

Payment

must be made before we will begin work on your cover letter. You may pay online at www.employmenttoolkit.com

☐ 1 Cover Letter = \$18.95

☐ Addl Cover Letters = \$14.95

of cover
letters
ordered

Note: Employment ToolKit! provides registered, active job seekers one, free, professionally written resume. Registration is free. You can register at www.employmenttoolkit.com/register.html. By active, we mean that you, as a job seeker, are conducting your job search at www.employmenttoolkit.com.

Employment ToolKit! provides other free career resources, including: free job searches, free mock interviews via video conference, and free Job Leads Reports. We do not guarantee interviews, jobs, or anything else. We do, however, promise to provide you the best job search experience on the net. If you discover an error in your cover letter, notify us, and we will fix it. Your satisfaction is guaranteed. After submitting your cover letter request, please allow 24 - 48 hours for delivery. We will deliver your cover letter in the format of a .pdf file. Please visit www.employmenttoolkit.com/terms.html for our *Terms of Service*.

Please visit www.employmenttoolkit.com for all our products and services. Thank you for choosing Employment ToolKit!