**Cover Letter Reflection Questions**

What are some reasons you should be hired? Ask yourself:

* What did I do that was above and beyond my normal job duties?
* How did I stand out among the other employees?
* What positive things have past managers or co-workers said about my work?
* When did I take initiative?
* Is there tangible evidence of my accomplishments?
* How did my work/efforts improve anything for the business?
* Did I work on any special projects? What was the outcome?
* Did I receive praise or recognition for anything? What was it for?