Cover Letter Preparation

Cover letters are an important part of the job search process, and should be tailored to the position which you are applying. Cover letters communicate the link between your experiences and the position you are pursuing. They also showcase your capability to communicate effectively, and your unique ability to add value to an organization. They are typically one page. Save your cover letter as a PDF, and if emailing it, include the text of the cover letter in the body of the email.

Date
Name of Contact Person, Title
Organization
Street Address
City, State ZIP
Job ID # (if Known)

Dear (Contact person’s name, or position if name unavailable):

Opening Section: Who You Are & Why You Are Applying
• Use a strong opening sentence to attract the reader’s interest (not a story, which might be in a personal statement instead)
• Name the job for which you are applying and how you learned about it
• Briefly highlight your education, skills, and experience
• If appropriate, mention the name of the person who referred you to the organization

Second Section: Your Skills & Qualifications
• Discuss the skills and strengths you bring to the job, and explicitly connect them to the tasks of the job
• Provide brief descriptions of a few related achievements or experiences, discussing how it can transfer to the job
• Even if you haven’t done the exact things the job entails, you can show your preparedness through transferable skills

Third Section: You & the Company
• Demonstrate that you’ve researched the company by incorporating information such as their mission statement, motto, services or products and relating it to your previous experience, goals, and why you are interested in working for them
• State why you think you would be a good fit for the company, emphasizing how you can help the company reach its goals
• Some companies may have a focus on helping employees grow, but overall focus on what you offer, not what you want

Closing Section: Wrapping Up
• Very briefly restate any important themes, creatively tying them together into a cohesive sales pitch
• State that you are available for a personal interview at your reader’s convenience
• Make it easy for the person to contact you: list your email address, as well as your number. Even if this information is on the resume, list it here again, as you do not want to make the employer search for a way to contact you
• Thank the reader for their time

Sincerely,

Ima Gatorman (Sign your name if you are printing)
Ima Gatorman
September 25, 2016

Johnathan Smith  
XYZ Hospital - Department of Anesthesiology  
750 Headquarters Parkway, Suite 123  
Healthcare, GA 75847  
Job ID: 999999  

Dear Mr. Smith:  

In May 2017, after two years of leadership and service as a graduate student at the University of Florida, I will be graduating with a Master of Health Administration. I recently learned about the Department of Anesthesiology at XYZ Hospital’s graduate internship program from Alberta Lagator, the graduate program director and a great mentor of mine. I strongly believe that my education and previous experience qualify me for this position.

In the spring of 2016, I had the opportunity to work with ABC Bank as a Financial Information Assistant. As an intern, I helped to manage the finance department through financial reporting, quality assurance and data analysis. I oversaw the onboarding training process for new hires that allowed me to use my creativity and supervision skills interchangeably. In addition, my part-time job throughout college as a Helpdesk Attendant at the University of Florida has allowed me to gain the customer service and problem solving skills necessary to manage day-to-day technical operations of the Department of Anesthesiology.

In my research, I found that XYZ Hospital recently won the Excellence Award for Quality Improvement for patient-centric care combined with an emphasis on value, patient satisfaction, and reducing costs. As Vice President of the Health Administration Student Association and the recipient of the Brilliance in Service Award, I am eager to be a part of an organization that actively strives for greatness. My ability to work well with colleagues and clients as well as having the technical skills desired for the position will allow me to contribute to the culture described in XYZ Hospital’s motto, “Excellence Inside and Out”.

I am confident that I would be a strong candidate for the graduate intern program at XYZ Hospital. As a proven leader with relevant experience, I am excited to submit my application for consideration. If you would like to discuss my qualifications further, please feel free to contact me at (352) 392-1601 or at ibgatorman@gmail.com. Thank you for taking the time to consider my candidacy for this potential opportunity and I look forward to hearing from you soon.

Sincerely,

Ima Gatorman  
Ima Gatorman