Cover Letter Preparation for CLAS Students

WHAT IS THE PURPOSE OF A COVER LETTER?
A cover letter is a formal letter that complements a resume or other position application materials. It allows you to introduce yourself to an organization and demonstrate effective written communication by expressing your interest and showcasing your education, experience, and skills. It is important for this document to not replicate your resume, but to still highlight your accomplishments, strengths, and transferrable skills focusing on what you’ve learned and how you will add value. A cover letter is an important part of the job search process, and should be tailored to the position which you are applying. They are typically one page and 3-4 paragraphs. Save your cover letter as a PDF before sending.

QUESTIONS TO ASK YOURSELF BEFORE BUILDING YOUR COVER LETTER

1. What are 3 reasons why you’d like to be in this specific position at this organization compared to others like it?

2. What is the organization’s mission statement and/or values?

3. How can you tie in your past experiences to fit in with the position description the organization is looking for?

4. How does this job and company align with your vision for yourself in the future?

5. Write in the oval below what related experiences would demonstrate your fit for the job. Examples: Internships, co-op’s, volunteering, past work experience, clinical/field experience, group project experience, leadership and campus involvement. Refer to the job description and what you know about the organization and/or field.
FIRST NAME LAST NAME
Mailing Address | Phone Number | Email Address | LinkedIn Customized URL/Online Portfolio
(You want your header to look similar to your resume)

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

Dear (Contact person’s name, hiring manager, selection committee, or position):

Opening Section: Who You Are & Why You Are Applying
• 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 position
• Provide brief examples of a few related achievements or experiences, discussing how it can transfer to the position
• 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 would be a good fit for the organization, emphasizing how you can help the organization reach its goals
• Some organizations 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 conclusion
• 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 phone 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,

Your Name (sign if printing)
Your Name
April 4, 2019

John Smith, Southeast Recruiter
Generic Corporation
750 Headquarters Parkway, Suite 123
Research, CA 75847
Job ID: 999999

Dear Mr. Smith:

In May 2019, after four years of leadership and service as a student at the University of Florida, I will be graduating with a Bachelor of Arts in International Studies with a Minor in Business Administration. I recently learned about Generic Corporation’s three-year management rotational program from Alberta Lagator, the Director of Sales for Generic Corporation and a great mentor of mine. I strongly believe that my education and previous management experience qualify me for this position.

In the summer of 2018, I had the opportunity to work with All-State Insurance as a Human Resources Intern. As an intern, I rewrote the job descriptions to coincide with an extensive recruitment effort. I also facilitated training seminars for my supervisors on topics such as disciplinary action, sexual harassment, and discrimination. In addition, my part-time job throughout college as an Assistant Manager at Pop’s Deli has allowed me to gain the customer service and problem solving skills necessary to manage day-to-day operations of Generic Corporation.

I am confident that I would be a valuable addition to Generic Corporation due to my coursework and understanding of global business exchanges. In my research, I found that Generic Corporation recently won the Service Retailer of the Year Award in Customer Service at the National Retailing Conference. As a member of Golden Key Honor Society 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 customers and other managers will allow me to contribute to the culture described in Generic Corporation’s motto, “Excellence Inside and Out”.

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 ibgator@gmail.com. Thank you so much for your time and consideration. I look forward to hearing from you.

Sincerely,

Ima Gator

Ima Gator
July 3, 2019

Jane Doe, Human Resources Specialist
HealthCARE Specialty Clinic, UF College of Medicine
750 13th Street, Suite 123
Gainesville, FL 32611
Job ID: 999999

Dear Ms. Doe:

In May 2019, after shadowing various health professionals and clinical volunteer experiences as a student at the University of Florida, I will be graduating with a Bachelor of Science in Biology with a minor in Nutrition. I recently learned about the Certified Nursing Assistant position focusing on geriatric health at HealthCARE Specialty Clinic through the online posting on Indeed.com. Through my volunteering, clinical shadowing, and CNA certification, I am a well-qualified for this position and excited to join HealthCARE’s nursing team.

In my volunteer experience at the Westside Samaritans Clinic, I have served patients by performing intake procedures and providing quality assistance to the physicians and health professional team. At the clinic, I have expanded my understanding of what it looks like to serve an older population and the specific challenges the elderly face on a day to day basis. I assisted our low-income elderly patients with basic mobility around our clinic and demonstrated compassion and empathy to this high-needs population. Within many unique cases at the clinic, I have educated clients on the various low-income services we provide and used active listening skills to best communicate specific concerns to physicians. Throughout these procedures and interactions, I learned how to properly document patient health information through scribing and talking with physicians about treatment plans at Westside Clinic.

HealthCARE Specialty Clinic’s mission to provide resident-centered healthcare through personalized spirituality and quality of life initiatives overlaps perfectly with my desire to practice holistic treatment. In my coursework, I’ve learned about geriatric patients specific needs with regard to their personal care and activities. Building strong ties between medical teams and stakeholders in the patient’s social support system is imperative in highlighting their sense of independence and autonomy. The holistic manner of practice at HealthCARE Clinic resonates with my career values and goals.

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 amlagator@gmail.com. Thank you so much for your time and consideration. I look forward to hearing from you.

Sincerely,

Alberta M. LaGator

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